

# PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

## Background

Appropriate placement of professional staff is a major factor in delivering quality educational programs. The Division may transfer professional staff to meet program, student or staff needs.

## Procedures

1. In deploying or transferring professional staff any or all of the following criteria will be considered:
  - 1.1 Student and program needs as perceived by school and Division administration;
  - 1.2 Experience, interests and training of staff members; and
  - 1.3 Other considerations deemed relevant by the Superintendent or designate.
2. Transfers of professional staff under contract with the Division will be considered before assignments are made from outside candidates.
3. Transfers of professional staff will usually be finalized by the end of June of each year to facilitate appropriate staff assignments for the following school year. Because of the disruption that could occur in the classroom learning situation, transfers during the school year will only be considered if extenuating circumstances are sufficient to support this action.
4. The Superintendent or designate is responsible for coordinating professional staff assignments and transfers.
5. Transfer requests will be received via the Internal Job Posting process to take place annually as part of the spring staffing cycle.
6. Additional transfers that may occur due to vacancies created via the Internal Job Posting process, or that are recommended in order to provide an opportunity for the professional growth of an employee, will be facilitated by Division Administration in collaboration with School Principals.
7. Staff members wishing to appeal a transfer must inform the Superintendent in writing within seven (7) days of receiving a notice of transfer, indicating:

- 7.1 Their concerns with the proposed transfer and a request to have a hearing before the Board;
  - 7.2 Their perception of how the transfer meets or does not meet the transfer criteria;
  - 7.3 Their preferred placement for the coming year; and
8. After receiving letters of concern, the Superintendent will indicate to the staff members the procedure that will be followed in considering their appeal.
- 8.1 This process will be outlined in writing to the affected staff members and administrators within fourteen (14) days of receiving the appeal letter(s), and indicate a date and time for the staff member(s) to present their objections to the Board.

Reference: Education Act, SA 2012, c E-0.3  
Employment Standards Code  
Labour Relations Code, RSA, 2000, c L-1  
Collective Agreement