402.2 Employee Transfers

Policy

Employee transfer practices shall be in accordance with the School Act, applicable provincial and federal statutes and within the provisions of employee collective agreements.

Regulations

1. Employee transfers shall be the responsibility of the Superintendent or designate, in consultation with the principal or site administrator.
2. No employee will be assigned to a position where that employee’s immediate supervisor, supervisor or the individual responsible for evaluation would be a near relative as defined in Policy 400.2.1 Employee Conflict of Interest.
3. Employees are hired to the District rather than to a specific position or school. In deploying and transferring employees, any or all of the following criteria shall be considered:
   3.1. Student and school/program needs as perceived by District administration;
   3.2. Experience and training;
   3.3. Interest of the employee;
   3.4. Contribution the employee can make in the new position;
   3.5. Opportunity for professional growth;
   3.6. The need for balanced, equitable staffing in terms of staff experience, general qualifications, background, and evaluation;
   3.7. Preference of the employee and of the prospective principal or immediate supervisor.
4. Transfer of qualified professional staff under contract with the Board shall be considered before assignments are offered to outside candidates.
5. Transfer of support staff shall be in accordance with the applicable collective agreement or contract.
402.2 Employee Transfers...

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References

Alberta School Act: 61, 104
Other Statutes: Alberta Labour Relations Code, Employment Standards Code
District Policies: 303.1 Administrative Appointments, 401.1 Staff Hiring, 402.11.1 Teacher Growth, Supervision and Evaluation, 402.11.2 Support Staff Growth, Supervision and Evaluation, 403.5 Reduction in District Staff, 404.3.1 Leaves of Absence, 400.2.1 Employee Conflict of Interest
Other: Employee Collective Agreements