**402.2 Employee Transfers**

The Associate Superintendent, Human Resources shall, in consultation with the principal/supervisor, be responsible for the overall selection and placement of staff in accordance with the School Act, applicable provincial and federal statutes, District policy, and provisions of employee collective agreements. Lethbridge School District No. 51 has developed a staffing model that incorporates principles of centralized and site-based decision making to create a balance consistent with the culture of the District.

**Determination of Staffing Needs:**
1. Staffing needs are determined through analysis of student and staff demographics, and through consideration of school, District and provincial priorities.
2. As part of the annual school budget and planning processes each year, the Associate Superintendent, Human Resources and/or the Manager of Human Resources shall meet with each school/department administrative team to determine the school’s/department’s staffing needs for the following school year.
3. The principal, in consultation with Human Resources, makes assignment changes within the school, as appropriate, to meet student needs within the provisions of the respective collective agreements.

**Teacher-Initiated Transfers:**
1. Transfer requests may be accommodated subject to the availability of suitable positions and the suitability of the teacher to the new position.
2. Teacher transfers shall normally be made in May and June, to be effective for school opening in the following school year. Teaching position vacancies that become available during the year shall be filled on a temporary basis until the end of the school year. Such positions shall then be posted in accordance with the following procedures:
   2.1. Once teacher openings for the next school year have been identified by the principal, the Associate Superintendent, Human Resources shall post teacher openings electronically to all teachers.
   2.2. Teachers on continuing contracts with the District may apply to the
402.2 Employee Transfers...

Associate Superintendent, Human Resources for a transfer to a teacher opening at another school.

2.3. The Associate Superintendent, Human Resources and the principal review transfer applications and the principal selects candidates for interviews and proceeds with the selection process.

2.4. The principal recommends a successful candidate to the Associate Superintendent, Human Resources, a collaborative decision is made, and the Associate Superintendent, Human Resources offers the transfer to the teacher.

2.5. The process continues until all continuing teachers are placed.

3. When transfers are completed and all teachers who contractually require placement have received confirmation of placement, remaining openings are filled in accordance with Policy 401.1 Staff Hiring, and the associated procedures.

District-Initiated Transfers of Teachers:

1. District-initiated transfers of teachers shall be conducted in accordance with the School Act, and the ATA Collective agreement.

2. The Associate Superintendent, Human Resources shall arrange a meeting with the teacher to be transferred, for the purpose of discussing the reasons for the transfer and the employee’s options with respect to a placement.

3. A teacher who is to receive a District-initiated transfer shall be notified in writing by the Associate Superintendent, Human Resources. This letter shall include the position and school to which the teacher is to be transferred as well as the reasons for the transfer, and a copy shall be provided to the principals and to payroll.

4. An appeal of the transfer may be made in accordance with the School Act and the ATA Collective Agreement.

Transfers of Support Staff that are initiated by the Employee:

1. Support Staff who would like a transfer must apply for open positions as they are posted on LADS/ADW

2. Transfer placements shall normally be made in May and June, to be effective for school opening in the following school year.
402.2 Employee Transfers...

Transfers of Support Staff that are Initiated by the District

1. District-initiated transfers of support staff shall be conducted in accordance with the respective collective agreements and District policies.

2. The Manager, Human Resources shall arrange a meeting with the employee to be transferred, and/or his or her union representative where appropriate, for the purpose of discussing the reasons for the transfer and the employee’s options with respect to a placement.

3. The employee who is to receive the District-initiated transfer shall be notified in writing by the Manager, Human Resources. This letter shall include the position and school/department to which the employee is to be transferred as well as the reasons for the transfer, and a copy shall be provided to the principals/supervisors and to payroll.

4. An appeal of the transfer may be made in accordance with the Collective Agreement.