

402.2 Employee Transfers

The Associate Superintendent, Human Resources or designate shall in consultation with the principal/supervisor, be responsible for the overall selection and placement of staff in accordance with the Education Act, applicable provincial and federal statutes, Division policy, and provisions of employee collective agreements.

Determination of Staffing Needs:

1. Staffing needs are determined through analysis of student and staff demographics, as well as consideration of school, Division and provincial priorities.
2. As part of the annual budget and planning processes each year, the Associate Superintendent, Human Resources and/or the Director of Human Resources shall meet with each school/department administrative team to determine the school's/department's priorities regarding staffing needs for the following school year.
3. The principal/supervisor may consult with Human Resources and/or Instructional Services to make assignment changes to meet student needs recognizing the provisions of the respective collective agreements or contracts.

Teacher-Initiated Transfers:

1. Transfer requests may be accommodated subject to the availability of suitable positions and the needs of the school / department.
2. Teacher transfers shall normally be made as part of the Spring allocation procedures for the upcoming 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.
3. Once teacher openings for the next school year have been identified they are posted electronically and sent via email to staff.

Division-Initiated Transfers of Teachers:

1. Division-initiated transfers of teachers shall be conducted in accordance with the Education Act 212(1), and the ATA Collective agreement.

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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.
3. A teacher who is to receive a Division-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 Education Act and the ATA Collective Agreement.
 - 4.1. The teacher may, within 7 days from the day on which the teacher receives the notice of transfer, make a written request to the Board to have a hearing before the Board for the purpose of objecting to the transfer.
 - 4.2. The Board may set a date and time for the hearing requested that is not earlier than 14 days after the teacher receives notice of the transfer, unless the teachers agrees in writing to an earlier date.

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.
2. Transfer placements shall normally be made as part of the Spring allocation procedures and shall normally be effective for school opening in the following school year.

Transfers of Support Staff that are Initiated by the Division

1. Division-initiated transfers of support staff shall be conducted in accordance with the respective collective agreements and Division policies.
2. The Director of Human Resources or designate 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.