

402.2 Employee Transfers

Policy

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

Regulations

1. A Superintendent may, at any time during a school year, transfer an employee.
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 Division rather than to a specific position or school. The deployment and transfer of employees, in consultation with the principal and/or site administrator, may be guided by the following criteria:
 - 3.1. Interest of the overall school community;
 - 3.2. Student and school/program needs as perceived by the Division administration;
 - 3.3. Experience and training;
 - 3.4. Interest of the employee;
 - 3.5. Contribution the employee can make in the new position;
 - 3.6. Opportunity for professional growth;
 - 3.7. Experience, general qualifications, background, and evaluation;
 - 3.8. Preference of the employee and of the prospective principal or immediate supervisor.
 - 3.9. The need for balanced, equitable staffing in terms of staff experience, general qualifications, background, and evaluation;
4. Transfer of qualified professional staff under contract with the Board shall be considered before assignments are offered to outside candidates.

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

References

Alberta Education Act:	212(1),
Other Statutes:	Alberta Labour Relations Code, Employment Standards Code
Division 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