

Administrative Procedure 414 - Transfer of Staff

Background

There are a number of reasons, including, but not limited to, changing enrolment patterns or Division reorganization, that may make it necessary to transfer staff. The staff transfer process is to involve site-based administrators, the Superintendent, and appropriate supervisors.

Procedures

1. General Practices:
 - 1.1. The individual, along with the Supervisor, shall be consulted before a transfer is initiated.
 - 1.2. Staff may request a transfer by writing to the Assistant Superintendent of Human Services.
 - 1.3. The Superintendent shall approve the transfer of certificated staff, and the Assistant Superintendent of Human Services shall approve the transfer of Support Staff.
2. Teachers Transfers
 - 2.1. Transfers are the responsibility of the Superintendent in consultation with the Principals involved. In deploying or transferring certified staff, any or all of the following criteria will be considered:
 - 2.1.1. Student and program needs as determined by the Superintendent in consultation with the Principal;
 - 2.1.2. Experience, interests and training of staff members;
 - 2.1.3. Teacher request;
 - 2.1.4. Location of the teacher's residence and location of the school; and
 - 2.1.5. Other considerations as deemed relevant by the Superintendent.
 - 2.2. Teachers requesting a transfer to a different school shall make their request known to the Assistant Superintendent of Human Services by March 31.
 - 2.3. A transfer will not normally be a substitute for the termination of a contract where services are unsatisfactory. Where teacher performance is considered to be unsatisfactory, the school principal would normally support teacher growth, through progressive staff accountability and teacher growth, supervision and evaluations processes.

- 2.4. When the Division requests a teacher to transfer to another school, Clearview shall move the teacher and shall reimburse the teacher's reasonable moving expenses where such a transfer and expenses qualify under the Canada Revenue Agency's criteria for claiming moving expense deduction in the year of the transfer.
- 2.5. When the teacher does not wish to transfer or is not granted a transfer in accordance with the notice, they may request a hearing with the Board within seven (7) days following receipt of the notification in accordance with [Policy 14 - Appeals Regarding Teacher Transfers](#).
- 3. Principal Transfers
 - 3.1. Transfers are the responsibility of the Superintendent.
 - 3.2. When a principalship position becomes available within the Division, Principals may request a transfer to the opening by making their request known to the Assistant Superintendent of Human Services.
 - 3.2.1. The Superintendent shall interview the Principal requesting a transfer to determine suitability for the role.
 - 3.2.2. Following the interview, the Superintendent will:
 - 3.2.2.1. Offer a transfer to the Principal; or
 - 3.2.2.2. Post an open competition for the vacant principal position and ask the interested Principal to apply.
 - 3.3. When the Division initiates the transfer, the Principal shall
 - 3.3.1. Be paid the greater of the previous allowance or new allowance, whichever is greater for three (3) years.
 - 3.3.2. Be transferred within a 65 kilometer radius of the currently assigned school, and the Principal cannot be subsequently transferred until after three (3) years at the new school.
 - 3.3.3. Remain as a teacher at the same school instead of accepting a transfer and will be paid the Principal allowance for one (1) year, subject to both the Principal and Division being in agreement.
- 4. Support Staff Transfer
 - 4.1. Transfers are the responsibility of the Assistant Superintendent of Human Services in consultation with the Supervisors involved. In transferring support staff, any or all of the following criteria will be considered:
 - 4.1.1. Student and program needs as perceived by Division Administration in consultation with school administration.
 - 4.1.2. Experience, interests and training of staff members.
 - 4.1.3. Support Staff request.
 - 4.1.4. Location of the Support Staff's residence and location of the assignment.

- 4.1.5. Other considerations as deemed relevant by the Superintendent.
- 4.2. Support Staff requesting a transfer to a different facility shall make their request known to the Assistant Superintendent of Human Services by March 31.
- 4.3. A transfer shall not be a substitute for the termination of a contract where services are unsatisfactory. Where support staff performance is considered to be unsatisfactory, the supervisor must work through the growth, supervision and evaluation process.
- 4.4. When a support staff member does not wish to transfer or is not granted a transfer in accordance with the notice, they may request a hearing with the Superintendent within seven (7) days following receipt of the notification.

Reference: Section 33, 52, 53, 212, 222 Education Act

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