



POLICY:

REGULATION: GCI – PROFESSIONAL STAFF ASSIGNMENT AND TRANSFER

EXHIBIT:

Administration reserves the right to (re)assign and transfer Teachers in the best interest of the students and the needs of the program area. Teachers will be advised of their (re)assignments and transfers as early as possible.

DEFINITIONS

(Re)assignments are defined to be school/program specific, whereas **Transfers** involve a change in assignment outside of the teacher’s present school. Transfers are the responsibility of the Assistant Superintendent – Instruction.

INITIATION

(Re)assignments and transfers may be initiated by either the Division or the Teacher.

Division:

The Assistant Superintendent - Instruction will determine suitable placements for Teachers:

1. Declared redundant due to student enrollment.
2. Transferred to best serve the needs of the students of the Division.
3. Reassigned for development purposes.

Teacher:

May request (re)assignments and transfers:

1. In the same school.
2. Within the Division.

PROCESS:

In February of each year, a questionnaire will be distributed to each teacher on permanent contract. The Division will request data pertaining to the preference of assignment and location for the following school year. This preference will be taken into consideration in the planning and organization process.

The following guidelines will be implemented each year to facilitate the process:

1. A questionnaire which indicates plans and preferences for the following school year will be circulated to all teachers on permanent contract.

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2. Responses are directed to the Assistant Superintendent-Instruction in confidence where they will be compiled by Division Office for tracking and reporting purposes.
3. Same school preferences will be forwarded to the Principal and tracked by Division Office. Principals will give first consideration for all openings to the teachers presently on their staff.
4. Second consideration will be given to teachers on the divisional staff:
 - i) Teachers declared redundant or returning from leave.
 - ii) Transferred for developmental purposes or to best meet the needs of the students of the Division.
 - iii) Where a vacancy is present, the Assistant Superintendent will provide a list of teachers requesting a transfer to the school. The Principal must consider all transfer requests and interview those teachers who are qualified:
 - a. Should the Principal find a suitable candidate from the teachers who have requested a transfer, they will make a recommendation to the Assistant Superintendent - Instruction.
 - b. Teachers not considered or accepted for a transfer will be provided with the reason(s) for the decision. The Assistant Superintendent- Instruction will be kept informed of the reason(s) provided.
5. Recommendations for hire outside the Division will not be considered until 4 ii) is satisfied.

APPEAL:

Any person who feels that they have been unjustly treated in a transfer initiated by the Division may appeal directly to the Superintendent within 7 days of the date of notification. The Superintendent will convene a panel.

- The Superintendent will chair the panel.
- The panel will consist of the President of the Seine River Principals' Association and the President of the Seine River Teachers' Association (or their designate).
- The panel will plan to review the case within 14 days of receipt of the appeal.
- The panel will render its final decision within 21 days of receipt of the appeal.
- Should the panel be unable to reach a unanimous or majority decision, the decision of the Superintendent will prevail.

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To ensure a timely process, the appeal will be conducted as follows:

1. Teacher (or their representative) to provide a report for the panel outlining the particulars of their appeal.
2. Request Administration to respond.
3. All questions, related to clarification only, will be directed through the chair. This means questions must relate to ensuring the issues are understood and the positions of the parties are known. **NO QUESTIONS** regarding the veracity or credibility of the persons will be permitted. Opportunity for questions will be directed in an orderly manner through the chair as follows:
 - a. Teacher (or their representative)
 - b. Administration
 - c. Panel
4. Once all information has been received and all questions asked involving clarification only, the appeal hearing is concluded. The chair excuses all those in attendance.
5. The panel will then reconvene within a reasonable time thereafter to consider the information which it has received and render its decision.

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