

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
REASSIGNMENT / TRANSFER OF TEACHERS	GCKA

I. POLICY

The Louis Riel School Division affirms that reassignment/transfer processes respect the Collective Agreement, the Public Schools Act, and other relevant statutes. The Division further affirms that reassignment/transfer processes strive to:

- enhance instruction for the Division’s students;
- consider the needs of schools’ staff profiles; and
- assist teachers to maximize their capacity to make positive contributions and realize career aspirations.

II. GUIDELINES

- A. The term “reassignment”, as used in this policy, indicates a change of assignment for a teacher within a specific school or location in the Division. Reassignment may occur from one grade level to another; from one subject to another; and between a classroom position and a specialized area.
- B. Reassignment may entail one of the above-mentioned changes occurring as part or all of an individual’s assignment or arising from changes in assignment models.
- C. The term “transfer” in this policy indicates the movement of a teacher from one working location to another within the Division.
- D. All assignments, reassignments, transfers and postings are the responsibility of the Superintendent of Schools (or designate). The Superintendent of Schools (or designate) shall consult with teachers who are transferred; and consider the educational needs of students, the concerns and/or preferences of the teacher, and the administrative needs of the Division prior to reaching a final decision.

III. PROCEDURES

- A. During each school year, principals will invite teachers whom they supervise to initiate requests to discuss career plans and goals.

Adopted:	January 24, 2006	Legal References:
Revised:	April 16, 2019	

B. Reassignment: Teacher-Initiated

1. A teacher who wishes reassignment shall notify the Principal of the request.
2. The Principal shall review the request with the Teacher.
3. If a request is denied, a teacher who so wishes shall respond in writing to the Superintendent of Schools (or designate), within forty-eight hours of written notice and provide notification of such intention to the Principal.

C. Reassignment: Principal-Initiated

1. A principal shall notify a teacher for whom s/he is considering reassignment.
2. The Principal shall review with the Teacher the reasons for the proposed reassignment.
3. Within forty-eight hours of written notice of a Principal's decision, a teacher affected by a Principal-Initiated Reassignment, and who so wishes, shall respond in writing to the Superintendent of Schools (or designate), and provide notification of such intention to the Principal.

D. Transfer: Teacher-Initiated

1. A teacher with a permanent contract and who desires a transfer shall complete the Division's on-line Career Planning Form – Teaching Staff, copies of which are forwarded electronically to the supervising Principal and Superintendent of Schools (or designate).
2. The Superintendent of Schools (or designate) or Principal shall consult with the Teacher before enacting a decision to transfer.
3. The Superintendent of Schools (or designate) shall provide to the Teacher the reasons for not granting a transfer.

E. Transfer: Principal-Initiated

1. When transfer of a teacher for reasons other than a reduction in staff is deemed by a principal to be appropriate,
 - a. the Principal shall discuss an intention to initiate a transfer with the Teacher;
 - b. the Principal shall inform the Teacher and the Superintendent of Schools (or designate) of the reasons for initiating the transfer;
 - c. the Principal shall extend to the Teacher opportunities to consider the reasons for the proposed transfer and engage in follow-up discussion.
2. Within forty-eight hours of written notice of a Principal's decision, a teacher affected by a Principal-Initiated Transfer, and who so wishes, shall respond in writing to the Superintendent of Schools (or designate), and provide notification of such intention to the Principal.

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F. Transfers: Division-Initiated

1. When the need for reduction of staff requires teacher transfers, a Principal shall inform the schools' staff expediently of the need for such reduction.

When such reduction(s) cannot be effected through attrition or by teacher-initiated transfers, the Division will determine reductions according to the criteria as they are prioritized below, before a specific teacher is identified for a transfer:

- a. staffing configurations that most effectively meet the educational needs of students and schools and the administrative needs of the Division;
 - b. divisional staffing plans that create opportunities for varied experiences for teachers;
 - c. a teacher's qualifications, expressed preferences, experience, career plans and goals, health and/or personal circumstances.
2. Within forty-eight hours of written notice, a teacher affected by a Division-Initiated Transfer, and who so wishes, shall respond in writing to the Superintendent of Schools (or designate), and provide notification of such intention to the Principal.

G. Annual Divisional Staffing Process

1. The Superintendent of Schools (or designate) shall fill available positions with:
 - teachers returning from leaves of absence;
 - teachers who require transfers when a reduction of staff from a school is necessary;
 - teachers who have been granted reassignments or transfers;
 - teachers who are subject to Principal- or Division-Initiated Transfers.
2. Notice of vacant positions after the application of Policy GCKA, Section G. 1 "Reassignment/Transfer of Teachers" will be posted for a minimum of four (4) teaching days.
3. Notice of vacant positions will be posted for a minimum of four (4) teaching days. The fourth day of a posting will be considered the closing date. During the months of July and August, all vacant positions will be posted for four (4) business days. All internal applicants will be considered.
4. All vacant positions will be posted in the Employment Section of the Louis Riel School Division Website.

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