

# Administrative Procedure 425

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## TEACHER TRANSFERS

### Background

The basic consideration in the assignment of teachers is the integrity of the instructional program, and that when transfers are a necessity every effort must be made to maintain appropriate teaching assignments.

The reassignment or transfer of teachers can be of considerable benefit. The challenge of a new position, the stimulation of changed surroundings, and the chance to extend one's circle of colleagues can result in increased effectiveness in the classroom and higher staff morale.

In an effort to assure the appropriateness of, and fairness in, the transfer of teachers has adopted the following procedures.

### Procedures

1. There are various reasons that may be considered when determining the transfer of teachers, including:
  - 1.1 Declining enrolments within a school or within a particular program,
  - 1.2 Program changes,
  - 1.3 The well-being of the teaching staff, and
  - 1.4 The request of the Principal.
2. Teachers, who are considering a transfer for professional renewal or for other personal reasons, are encouraged to discuss the matter with the Principal and Associate Superintendent, Human Resources and Administration.
3. Teachers requesting a transfer are to forward their written request to the Associate Superintendent, Human Resources and Administration no later than February 28.
4. When appropriate, vacancies will be advertised to all teachers; however, there may be times, when a teacher must be placed, or when a vacancy occurs during the school year, and it will not be feasible to advertise the position.
5. Any request for a transfer will be considered valid only for the particular year requested.
6. Transfers will be made on a teacher initiated basis where possible.
7. Teachers who have requested a transfer will be advised about the transfer opportunities for which they are qualified or have appropriate experience.

8. System initiated transfers will be made in consultation between the school administrators affected and the Division Office administration, and will be based upon the following criteria:
  - 8.1 Program needs of the students.
  - 8.2 Previous assignment changes; a teacher who has been transferred by the system will not soon be transferred again unless:
    - 8.2.1 The teacher requests, and is granted, a transfer.
    - 8.2.2 The teacher is experiencing difficulty in the assignment.
    - 8.2.3 Enrolment changes dictate another assignment.
  - 8.3 Teacher training and experience.
  - 8.4 When all other factors are considered equal, seniority within the Division will prevail.
9. All information regarding the transfer of teachers will be kept confidential, until such time as the teacher is officially notified in writing.
10. Teachers being transferred will be informed verbally and in writing by the Associate Superintendent, Human Resources and Administration.
11. The teacher has the right to appeal a transfer, as per the School Act.
12. In the event that a teacher is declared surplus, and there is no appropriate position for that teacher on the Division staff, then Administrative Procedure 424 – Deployment of Teachers will be followed.

Reference: Section 18, 20, 60, 61, 96, 104, 113, 117 School Act  
Employment Standards Code  
Labour Relations Act  
Collective Agreement  
Administrative Procedure 424 – Deployment of Teachers