

FORT LA BOSSE SCHOOL DIVISION

TITLE - **TEACHING STAFF ASSIGNMENTS AND TRANSFERS**

POLICY - **GCK-R**

Cross Reference -

Resolution # - 74/18

Legal Reference -

Last Reviewed - 23/04/18

The Board recognises that the need to initiate a staff transfer may arise due to a variety of possible situations and circumstances.

Should such a need arise the Board expects that:

- All transfers will be conducted in a reasonable manner.
- The criteria for determining reasonableness will include the effect on students, staff, and programs.
- Transfers will be made on a Division basis as opposed to on a school or catchment area basis.
- "Double shuffles" will be avoided, if possible.

General Guidelines:

Superintendent will inform Principal as to names of teachers requesting a transfer by April 15.

The Superintendent will authorise Divisional changes after April 15. This will allow the Principal involved time to outline the reasons for any such change that might be considered. As well, the Superintendent will, by this time, have a list of names of possible transfers. Joint meetings between sending and receiving School Principals will be held with the Superintendent prior to any final decisions. Final decisions will be made by the Superintendent and communicated to the Board.

Other:

Where deemed necessary a re-training plan will be developed for each transferred staff member. It will be developed jointly by the staff member, Principal, and Superintendent.

The Board recognises that transfers do cause concern among teachers. However, it is the Board's belief that it is better to be transferred than to lose a position on staff.

A word of caution to all persons involved would be to stress that all communication be open and honest. The teacher(s) involved in the transfer should be given reason(s) as to why they are being transferred. Professionalism on the part of those directly and indirectly involved is a must.

Transfer guidelines are not related to the lay-off policy.

