

Saskatchewan Rivers School Division No. 119 Policy Manual

Policy Name:	Teacher Transfer
Policy Type:	Employees
Number:	3030
Date Approved:	November 28, 2005
Legal Reference:	<i>The Education Act, 1995: Section 237 (6)</i>

Teacher Transfer – Definition:

Teacher transfers are changes in teaching location (building). They may be initiated by either the Board of Education or the teacher.

The Board of Education believes in providing a working climate that fosters high morale.

The following belief statements will guide all teacher transfers:

- Teachers will be treated in a fair and equitable manner;
- The needs of both students and teachers will guide such transfers;
- The Director of Education or designate, will make an effort to accommodate teachers requesting a transfer;
- Every effort will be made to ensure that teachers remain in a location for a minimum of five years to benefit both teachers and students;
- A teacher assigned to a new location will be supported in terms of appropriate services as requested by the teacher and available by the school division;

Criteria to be considered when making teacher transfers will include the following:

- Training and experience of a teacher
- Current residency of a teacher and commuting distance
- Individual and family circumstances
- Program preference (grade level, subject area)

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ADMINISTRATIVE PROCEDURES

1. Assignment of staff will be made by the Director of Education or designate, according to the assessed needs of a specific school or program.
2. Wherever practical, a memorandum announcing a teaching vacancy within the school division will be sent to all schools when a position is advertised elsewhere.
3. All teaching staff will be surveyed each spring as to their desired placement for the following school year.
4. In the event that a teacher is to be transferred, discussions will be held with the teacher and school administrator(s) prior to the transfer being implemented.
5. A teacher may appeal a transfer first of all to the Director of Education and then to a committee of the Board made up of not more than three members of the Board. If the teacher so desires, a peer may accompany the teacher from the teachers' association or the Saskatchewan Teachers' Federation.
6. The teacher and the school administrator(s) will be given confirmation in writing at the earliest possible date.