



PRSD recognizes transfers form an integral part of professional growth and development. New challenges and a new environment can offer new incentives for growth. The Superintendent/CEO's Department will encourage, plan, and execute staff transfers according to the educational needs of the school division. The Superintendent/CEO will present all staff transfers to the Board at regular meetings.

This procedure applies to all employees covered under the Collective Agreement between the Prairie Rose Teachers' Association and Prairie Rose School Division. Reassignments and transfers are based on the following guiding principles:

- The welfare of students is the dominant determining factor for reassignments and transfer;
- The long term effects of reassignments and transfers should receive greater consideration than the more immediate short-term effects;
- The balance between stability and renewal is a consideration;
- Teacher-initiated transfers are encouraged;
- Principal-initiated transfers are most beneficial in providing a new focus and directions for schools, but should not replace or prevent staff transfers;
- The teacher evaluation process will provide the format for dealing with weak and incompetent staff, instead of using transfers to change the location of an unsatisfactory teacher;
- Transfers are a positive step for overall improvement and must not be used as punitive measures to deal with incompetent staff;
- Consultation with all parties involved in transfers must precede actual transfer;
- The place of residency will not be a dominant factor in staff transfer. Prairie Rose School Division must be treated as one unit.

### **Definitions**

Reassignment – Refers to a change of assignment for a teacher within a specific school. Reassignment may occur from one grade level to another; from one subject to another.

Transfer – Refers to the movement of a teacher form one working location to another within the school division.

### **Reassignment Procedure – Teacher Initiated**

- A teacher who wishes reassignment shall notify the principal of the request.
- The principal shall review the request with the teacher.
- If a request is denied, a teacher, who so wishes, shall respond in writing to the Superintendent/CEO within forty-eight hour of written notice and provide notification of such intention to the principal.

### **Reassignment – Principal-Initiated**

- A principal will notify a teacher for who he/she is considering reassignment.
- The principal will review with the teacher the reasons for the proposed reassignment.



- Within forty-eight hour of written notice of a principal's decision, a teacher affected by a principal-initiated reassignment, and who so wishes, will respond in writing to the Superintendent/CEO and provide notification of such intention to the principal.

#### **Transfer – Teacher-Initiated**

- A teacher with a permanent contract and who desires a transfer shall write a letter of request and submit it to the Superintendent/CEO.
- The Superintendent/CEO (or designate) shall consult with the teacher before enacting on a decision to transfer.
- The Superintendent/CEO shall provide to the teacher the reasons for not granting a transfer.

#### **Transfer-Principal-Initiated**

When a transfer of a teacher for reasons other than a reduction in staff is deemed to be appropriate, the principal shall:

- Discuss the intention to initiate a transfer with the teacher;
- Inform the teacher and the Superintendent/CEO of the reasons for initiating the transfer and;
- Extend to the teacher opportunities to consider the reasons for the proposed transfer and engage in follow-up discussion.
- Within forty-eight hour of written notice of a principal's decision, a teacher affected by a principal-initiated transfer, and who so wishes, will respond in writing to the Superintendent/CEO and provide notification of such intention to the principal.

#### **Transfers-Division-Initiated**

When the need for reduction of staff requires teacher transfers, principals shall inform the school's staffs expediently of the need for such a reduction.

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

- Staffing configurations that most effectively meet the educational needs of students and school and the administration needs of the school division.
- Divisional staffing plans that create opportunities for varied experiences for teachers.
- A teacher's qualifications, expressed preferences, experience, career plans and goals.



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### **Annual Divisional Staffing Process**

The Superintendent/CEO will fill available positions in the following order:

- Teachers returning from leaves of absences
- 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-initiated transfers