



# Report to the Board of Trustees

**Policy to Rescind - Policy Code: G 3.1 - Teaching Staff Assignment and Transfers**

**Prepared By:** Jacquie Davison, Superintendent of Business and Treasurer

**Public:**

**Confidential:**

**Budget Implications:**

**Multi-Year Strategic Plan Core Priority:**

- Student Achievement and Well-Being
- Effective Stewardship of Board Resources
- Appropriate and Effective Faith-Based Programming
- Organizational and Capacity Building

**Meeting Date:** February 27, 2017

**Report Number: E.3.(y).17.**

Action:

Information:

Follow Up Item:

*Prev. Report #:*

*Prev. Mtng Date:*

**Recommendation(s):**

That the Board of Trustees rescind Policy Code: G 3.1 - Teaching Staff Assignment and Transfers effective immediately.

**Background and Purpose:**

At the regular policy committee meeting held on Tuesday February 14<sup>th</sup>, 2017 Policy Code: G 3.1 - Teaching Staff Assignment and Transfers was reviewed and determined that it was no longer relevant or included items that were included in other policies of the board.

Attachment: Policy Code: G 3.1 - Teaching Staff Assignment and Transfers

## TEACHING STAFF ASSIGNMENT AND TRANSFERS

### POLICY

CODE: G 3.1

The London District Catholic School Board believes that the transfer of professional staff contributes to continuing professional growth and makes possible opportunities for new experiences and challenges.

Therefore, the Board empowers the Director to establish regulations and procedures for teacher transfers and assignments that take into consideration these factors:

- 1) The needs of children in a school.
- 2) The needs of the individual school.
- 3) The personal and career needs of the teacher.
- 4) The general needs of the system.

Adopted: 98/07/13

## TEACHING STAFF ASSIGNMENTS AND TRANSFERS

### REGULATIONS AND PROCEDURES

CODE: G 3.1-R

#### Part I - System Transfers

All teachers who have been assigned to their present school for eight or more years shall transfer. Exceptions to this rule may be allowed for:

- 1) Teachers who are assigned to a County School and who reside in the neighbourhood of the school.
- 2) Teachers whose transfer is considered by the Superintendent of Human Resources to be detrimental to the school and/or to their professional development, e.g.:
  - where a division in a school would have to be restaffed in total;
  - where the subject expertise cannot be replaced;
  - when the teacher is within one or two years from retirement, Four and One Leave Plan, etc.;
  - when a teacher's parish or community involvement requires continuity in the same school;
- 3) The Superintendent of Human Resources will discuss exceptions with the President of the Unit O.E.C.T.A. if requested.

#### Part II - Mutual Agreement Transfer Opportunities (Without Posting)

- 1) Teachers may arrange for a mutual agreement transfer from their present assignments providing they hold the necessary qualifications and have been assigned to their present position at least three years.
- 2) Teachers interested in such a transfer must apply to the Superintendent of Human Resources not later than March 16. The application must include the type of transfer that is desired as well as the general location and be approved by the present principal.
- 3) The Superintendent of Human Resources will prepare a list of all requests, distribute same to all applicants and to principals concerned. Interested teachers will then arrange for mutually agreeable transfers from within this list and so advise the Superintendent of Human Resources.
- 4) When the Superintendent is satisfied that agreement exists between the teachers for a mutual transfer the Superintendent of Human Resources will discuss the proposed transfer with the receiving principals. If they agree the transfer will be made.
- 5) Teachers transferred by mutual agreement are not subject to further transfer due to surplus within a school in September of that year.

Part III - Mutual Agreement Transfers (With Posting)

- 1) No opening exists until official posting has been made by the Superintendent of Human Resources.
- 2) A list of available openings will be posted in the schools in mid-May, June 1 and mid-June.
- 3) Applications are to be made within five (5) working days of the posting and are to be sent directly to the Superintendent of Human Resources along with a supporting recommendation from the applicant's principal.
- 4) The Superintendent of Human Resources will notify the applicant within ten (10) working days either that the transfer has or has not been granted.
- 5) The following factors shall be considered in determining which employee is to be selected for any opening:
  - i) Teachers who have been declared surplus within any school shall be given first priority.
  - ii) Each teacher who has been assigned to the same school for five (5) years or more and who desires a transfer shall be given second priority.
  - iii) Teachers who are returning from leaves of absence shall be given third priority.
  - iv) In all instances the requirements as set out in the posting and the ability of the teacher to do the job will be the determining criteria.

Note: In the event that any of the above regulations or procedures are inconsistent with terms agreed to in the Current Salary Agreement with O.E.C.T.A., they are deemed to be amended to the extent required to avoid such inconsistency.