

Purpose/Background

Transfer of teaching staff provides opportunity for professional growth and broadens experience through exposure to varied learning environments.

Procedures

1. Teacher transfers may become necessary due to enrolment changes, or the reduction, elimination or addition of programs.
2. Teacher transfers assist in achieving optimum learning environments for all the students in the Division and will be made in the best interest of divisional instructional programs.
3. Teacher transfers may be facilitated in order to accommodate the professional preferences of teachers.
4. In preparation for the next school year, the Division will attempt to effect transfers on or before June 15 of each year. In accordance with the Education Act, teachers may be transferred from one school/location to another, at any time during the school year.
5. To assist the Associate Superintendent of Human Resources, or designate, in identifying candidates for transfer the following procedures are to be employed:
 - 5.1. Teachers may pursue a facilitated transfer (requested placement) by January 31 of each year or as outlined in the Transfer and Placement timeline annually.
 - 5.2. Beginning in March of each year, teachers may pursue a transfer by applying to open internal postings found on MyRVS.
6. The Superintendent, or designate, in conjunction with Senior Executive, may identify administrators and teachers for transfer consideration. Such transfers will be facilitated through Human Resources.
7. Where transfers become necessary due to enrolment changes, the Principal, in collaboration with Human Resources, will formally identify affected teachers as part of the Surplus and Placement Process. Curriculum and program requirements provide the primary reasons for making staffing transfer decisions. Teacher seniority provides the secondary reason.

Reference:

- RVS AF427-A Teacher Request for Placement/Surplus Preference
- Education Act
- Labour Relations Code