



AP 5-240 – TEACHER TRANSFER AND REASSIGNMENT

Western School Division wishes to encourage and facilitate changes of assignment for teachers within the Division in the belief that these provide substantial benefits to the teacher and to the Division in terms of professional educational growth.

Definitions:

TRANSFER: Shall be defined as a change of school.

REASSIGNMENT: Shall be defined as a change of more than 25% of the teaching assignment within the same school.

Wherever possible, the Division shall give to the Teacher to be affected by transfer and/or reassignment, the greatest possible advance notice and, in any event, shall afford the Teacher opportunity for consultations, both with respect to the fact of the transfer and/or reassignment and the details of its accomplishment.

The right of transfer or reassignment, although clearly residing with the School Division, shall always be exercised fairly and reasonably, having due regard for the educational needs of the Division, and the Teacher involved.

Teacher-initiated transfers and/or reassignments shall be submitted in writing to the Principal and Superintendent with an explanation of the reasons for the request. The request for change should remain confidential.

If a Teacher objects to a transfer and/or reassignment, he/she should refer to AP 5-500 -Staff Complaints and Grievances.

Changes to contractual time must be dealt with under the appropriate sections of the Public Schools act, the Educational Administration act, and the Collective agreement between the Western School Division and the Western Teachers' Association.

Old Policy Reference: GCI
Adopted: September, 1988
Revised: January 28, 2021