

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	400 – PERSONNEL & EMPLOYEE RELATIONS	CODE:	AP 452
PROCEDURE:	SUPPORT STAFF TRANSFERS		

BACKGROUND

The assignment and transfer of support staff are necessary to meet the needs of the Division and facilitate the effective and efficient use of staff resources. The assignment of duties and responsibilities to support staff is an administrative matter.

PROCEDURES

Support staff transfers may occur as a result of any of the following and will be subject to the conditions of each.

1. Internal Transfers - Subject to the terms of the Terms of Reference, transfers within the school are to consider the:
 - 1.1 Needs of the students;
 - 1.2 Nature of the program;
 - 1.3 Training of the support staff member;
 - 1.4 Total school staffing and student selection patterns; and
 - 1.5 Competencies of the support staff member.

The authority of such transfers rests with the Director/designate.

2. Division Initiated Transfers - The Director/designate has the authority to transfer support staff on the basis of all actions taken under this section and the Saint Henry's CUPE agreement. The criteria in section 1 above will be applied when determining transfers within the Division. The principal shall give notice of transfer to the support staff member(s). Such notice shall outline the specifics of the transfer to the support staff member.
3. Support Staff Initiated Transfers - Support staff members may request to be transferred from one school to another within the system. The Director/designate will consult with principals of the potential schools involved with respect to the placement of support staff members requesting a transfer. All transfers will be subject to the criteria outlined in 1.1 to 1.5. The school principal will share staffing changes as they are able to be announced.

Reference: Sections 85, 87, 108,109, 175, 231 Education Act
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