



STAFF ASSIGNMENTS AND TRANSFERS – SUPPORT

Background

Transfers of support staff to meet evolving Division needs are often necessary to facilitate effective and efficient staff deployment.

Support staff transfers may be undertaken when school, program, student, or staff needs warrant.

Procedures

1. In deploying or transferring support staff, the following criteria will be considered:
 - 1.1 Student and program needs;
 - 1.2 Provisions of the current terms and conditions of employment;
 - 1.3 Education, experience, and training;
 - 1.4 Seniority of staff members with the Division;
 - 1.5 Staff request;
 - 1.6 Principal recommendations.
2. Transfers of currently employed support staff may be considered before external appointments are made.
3. The Superintendent is responsible for:
 - 3.1 Coordinating the transfer of all Division support staff;
 - 3.2 Establishing specific administrative procedures to be followed when transferring staff;
 - 3.3 Ensuring appeal procedures are available for support staff members who have been transferred.

Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act
Employment Standards Code