



### HEARINGS ON TEACHER TRANSFERS

The Superintendent may transfer a teacher in accordance with Section 212 of the Education Act. The teacher may make a written request to the Board to have a hearing before the Board for the purpose of objecting to the transfer.

#### Specifically

1. A teacher who has received a notice of transfer may, within seven (7) days from the day on which the teacher receives the notice of transfer, make a written request to the Board to have a hearing before the Board for the purpose of objecting to the transfer.
2. The request for a hearing before the Board shall be submitted by the teacher to the Secretary-Treasurer with a copy being provided to the Superintendent.
3. The Board may set a date and time for the hearing requested not earlier than fourteen (14) days after the teacher receives the notice of transfer unless the teacher agrees in writing to an earlier date.
4. A hearing may include an electronic hearing through teleconferencing or video conferencing, if the circumstances warrant an electronic hearing as decided by the Chair of the Board further to the application for such a request from a party.
5. A party wishing the hearing to be in the form of an electronic hearing, in full or in part, shall make an application in writing in this regard to the Board Chair seven (7) days prior to the hearing date.
6. The Secretary-Treasurer shall advise the teacher in writing of the date, time and location of the hearing and receive written confirmation from the teacher.
7. Any written materials the teacher or the Superintendent wishes trustees to consider must be submitted to the Secretary-Treasurer not less than four (4) days prior to the scheduled date of the hearing.
  - 7.1 The Secretary-Treasurer will provide copies of all such documentation to the trustees and the parties prior to the hearing, where possible, or during the hearing.
8. The teacher or the Superintendent may be accompanied by counsel or other representative(s). Either party may bring witnesses if, not less than four (4) days prior to the scheduled date of the hearing, the following is provided by the teacher or the Superintendent in writing the names of
  - 8.1 counsel,
  - 8.2 other representatives, and



8.3 any witnesses.

In the event that a teacher retains either counsel or a representative(s), the cost of such services, if any, will be incurred at the teacher's own expense.

9. Notwithstanding, the Board Chair shall reserve the right to receive further documentation as deemed relevant.

### 10. Procedure at Hearings

10.1 The hearing shall be conducted at an in-camera session of the Board, and chaired by the Chair, or in the Chair's absence, the Vice-Chair or designate.

10.2 The Chair will introduce all parties, and the parties or their representatives shall introduce all witnesses at the hearing.

10.3 The sequence of the hearing shall be as follows:

10.3.1 An opening statement to be made by each of the parties;

10.3.2 Written and oral presentation by the Superintendent or designate, including any evidence by witnesses where appropriate;

10.3.3 Written and oral presentation by the teacher, including any evidence by witnesses where appropriate;

10.3.4 Superintendent's or designate's opportunity for a response to the teacher's presentation;

10.3.5 Teacher's opportunity for a response to the administration's presentation;

10.3.6 An opportunity for the Board to ask questions of both parties and any questions of clarification of both parties and any of the other witnesses;

10.3.7 An opportunity for the Superintendent or designate to make final comments;

10.3.8 An opportunity for the teacher to make final comments;

10.3.9 No cross-examination of witnesses shall be allowed unless the Chair deems it advisable.

10.4 The Board will meet without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The Board may have the Secretary-Treasurer or legal counsel in attendance.



- 10.5 If the Board requires additional information or clarification in order to make its decision, both parties will be recalled to appear before the Board and the request for information will be made in the presence of both parties. If the information is not readily available, the Chair may request a recess, or if necessary, an adjournment of the hearing to a later date. In the case of an adjournment, members of the Board are prohibited from disclosing the evidence presented or matters raised at the hearing, either amongst themselves or with the parties and their representatives or witnesses until the hearing is reconvened.
- 10.6 When the Board is ready to make its decision on the matter, both parties will be advised that the Board will be reconvening and will consider a motion to move into a regular or special Board meeting in order to consider the resolution.
- 10.7 The Board decision will be communicated to the teacher, in writing, following the hearing.
11. If a member of the Board who has participated in a hearing becomes unable, for any reason, to complete the hearing or to participate in the decision, the remaining Trustees may complete the hearing and give a decision.
- 11.1 A Member of the Board who has not been present through the whole of the hearing shall not take part in the deliberations, the decision, or the reasons.
12. If a teacher fails to attend the hearing, she/he will not be entitled to any further notice except under extraordinary circumstances as provided in writing by the teacher to the Board Chair in a timely fashion. In this event the Board shall hold the hearing in the absence of the teacher.

Legal Reference: Section 33, 52, 53, 212, 222 Education Act