



## HUMAN RESOURCES MANAGEMENT 40 – Professional Staff Mobility

Original Date: June 30, 2004 Revised: Nov. 24, 2010 Responsible Administrator: Associate Superintendent HR

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### 1.0 RATIONALE

Professional staff may be transferred in order to meet program requirements in Division schools and, where programs and services are maintained or enhanced and an appropriate vacancy exists, at the request of a professional staff member.

### 2.0 PROCESS

The Superintendent, or designate will be responsible for maintaining this Administrative Practice and ensuring that it is followed.

### 3.0 GUIDELINES

3.1 All transfers shall be made in accordance with sec. 104 of the School Act.

3.2 Transfers will only normally be considered when they are to be effective at the beginning of the school year. Applications arising out of emergency situations may be considered at any time.

3.3 Professional staff initiated applications for transfer, will be directed to the Superintendent or designate before March 31 of the calendar year in which they will take effect.

3.4 The Superintendent or designate will review, in consultation with principals, a listing of professional staff members before March 15 of the school year prior to the school year for which transfers may be considered. The Superintendent or designate will request input from the principals as to which staff members may be considered for transfers.

3.5 Principals' recommendations for transfers will be directed in writing to the Superintendent or designate before March 31 of the calendar year in which the transfer is to take effect. The transfer recommendation letter shall include the following:

3.5.1 name of the professional staff member to be transferred;

3.5.2 the requested effective date of the transfer.

3.6 The principal shall discuss the recommendation with the professional staff member and provide a copy of the transfer recommendation letter to the professional staff member.

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References: *Board Policies: E/1/1 Staffing Policy and E/1/6 Professional Staff Mobility*  
*School Act, sec. 104*



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- 3.7 A central administrator's recommendation for a professional staff member transfer may be directed at any time in writing to the Superintendent or designate and shall include the:
- 3.7.1 name of the professional staff member to be transferred;
  - 3.7.2 the requested effective date of the transfer.
- 3.8 The administrator making the recommendation for the transfer shall discuss the recommendation with the professional staff member and provide a copy of the transfer recommendation letter to the professional staff member.
- 3.9 Professional staff wishing to apply for a one year exchange of service will direct their application to the Superintendent or designate before March 31 of the school year prior to the school year for which they are applying.
- 3.9.1 Professional staff members involved in an exchange of service must maintain their contract status.
  - 3.9.2 Applications may indicate schools of preference, and colleagues interested in engaging in an exchange.
  - 3.9.3 Each professional staff member interested must apply separately.
  - 3.9.4 The Superintendent or designate will consult with the principals involved.
  - 3.9.5 If all parties, staff members and principals agree to the exchange, and such a change is approved by the Superintendent or designate, Human Resources personnel will make the necessary arrangements and provide a written record of the arrangements to all involved.
  - 3.9.6 Subject to the terms of this section (3.8) of this Admin Practice, professional staff will return to their school of origin for the following school year, unless all parties agree to an extension for one additional year or a permanent transfer of the staff. An exchange of service shall not be longer than a two year period.

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References: *Board Policies: E/1/1 Staffing Policy and E/1/6 Professional Staff Mobility*  
*School Act, sec. 104*