



## **Policy: Principal and Teacher Transfers**

### **Policy Number: GH**

### **Policy Type: G - Personnel**

#### **Policy:**

The Hanover School Division Board of Trustees recognizes Transfers form an integral part of professional growth and development. New challenges and a new environment can offer new incentives for growth. The Superintendents' Department will encourage, plan and execute staff transfers according to the educational needs of the division. All transfers will be presented to the board by the Superintendents' Department for final ratification.

All parties involved in transfers must place a high priority on the importance of transfers.

#### **Guidelines:**

This policy applies to all employees covered under the Collective Agreement between the Hanover Teachers' Association and Hanover School Division. It is based on the guiding principles that:

- The welfare of students is the dominant concern in transfers.
- The long term effects of transfers should receive greater consideration than the more immediate short term effects.
- The policy strives to achieve a balance between renewal and stability.
- Staff in Hanover will be encouraged to initiate transfers.
- Principal transfers are most beneficial in providing new focus and direction for schools, but should not replace or prevent staff transfers.
- The teacher evaluation process will provide a format for dealing with weak and incompetent staff, instead of using transfers to change the location of an unsatisfactory teacher.
- Transfers are a positive step for overall improvement and must not be used as punitive measures to deal with incompetent staff.
- Consultation with all parties involved in transfers must precede the actual transfer.
- The place of residence in a particular ward must not be a dominant factor in staff transfer. Hanover School Division must be treated as one unit.

*(NOTE: In order that stability is ensured throughout the Division, no more than 10% of any staff will be transferred in one year and no more than one (1) teacher per department or grade will be transferred in one year except in exceptional circumstances).*

The policy will be carried out following the Administrative Procedure for Teacher Transfer P-GH.

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| Date Policy Created: | November 15, 2011   |
| Date of last Review: | June 28, 2018   |
| Reference(s):        | <ul style="list-style-type: none"> <li>● The Educational Administration Act (C.C.S.M.C. E10) Part V:28 (3)</li> <li>● Public Schools Act</li> <li>● Appropriate Educational Programming Regulation 155/2005, Part II</li> <li>● Administrative Procedures Handbook – Teacher Transfers – P-GH</li> <li>● Guidelines – Manitoba School Boards Association</li> </ul> |
| Related Forms:       |   |