

Memorandum



FROM THE HUMAN RESOURCES MANAGER

DATE: FEBRUARY 23, 2017
TO: ALL PRINCIPALS AND ALL CONTINUING APPOINTMENT TEACHERS
FROM: ROMA MEDVES, HUMAN RESOURCES MANAGER
RE: **TEACHER TRANSFER PROCESS FOR THE 2017-2018 SCHOOL YEAR**

This memo is to inform principals and continuing appointment teachers that this year's Teacher Transfer information/application package has been posted on the district website at www.sd79.bc.ca and has been sent to each teacher's SD79 email address. **Teacher Transfer packages will not be sent in hard copy** to schools/sites. We are striving to provide you with more access to information through email and on our website.

The Teacher Transfer package is posted on the home page of the district website under Quick Links. The Teacher Transfer package includes:

- Teacher Transfer Process Memo
- Application for Transfer 2017/2018
- 2017/2018 Teacher Transfer Timelines

Only Continuing Appointment teachers are entitled to a transfer or an increase in time, including those teachers who:

- Have a continuing appointment at a school
- Have continuing appointment status but currently have a temporary assignment (C/T)
- Are on recall
- Are returning from leave
- Have a continuing part-time appointment and wish to have increased teaching time (Article E.14.12)

The collective agreement deadline for transfer requests is March 15, 2017, however, **forms will be accepted over the break period up to Monday, March 27, 2017.**

For further information, please contact:

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RM/sh