

Memorandum



FROM THE HUMAN RESOURCES MANAGER

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

All teachers on recall **should** fill out a transfer form before the collective agreement deadline of March 15, 2017. Given district closure and spring break, **forms will be accepted up to 4:00pm on Monday, March 27, 2017.** Please be aware that if the Board determines the need to layoff teachers, this is done by seniority. If your seniority number is below the layoff line you will not be eligible for the transfer process. The layoff line will not be determined until the last week of May.

If you do **NOT** fill in the transfer form then you will **NOT** be part of the transfer process and will only have an opportunity for vacant positions at the recall meeting.

The transfer process begins June 1st, after assignments within the school are considered, and finishes up before the middle of June. All schools will identify all vacancies (both continuing and temporary) at the first transfer meeting and these vacancies will be filled as per article E.14.6 of the collective agreement in the following order:

- 1) Transfers (only for continuing vacancies and full year 1.0 FTE temporary vacancies)
 - Board Initiated transfers
 - Teacher transfers; including teachers requesting additional time
 - Teachers returning from leave
- 2) Recall Meeting – June 15th & June 16th, 2017 - (for continuing and temporary vacancies) – Recall teachers in order of seniority
- 3) Posting around June 22, 2017 – open to all applicants through the normal posting process

I have included the transfer form and information with this letter to all teachers on recall. Make sure you complete the form fully and hand it in before the deadline. Only the schools and grade(s) / subject(s) area that you indicate will be considered, so please cover off all possibilities.

For further information, please contact:

Roma Medves, (250) 748-0321 Ext.221 or rmedves@sd79.bc.ca

Selena Hayes, (250) 748-0321 Ext.223 or hreducation@sd79.bc.ca

RM/sh

pc. CVTF