

TEACHER TRANSFER PROCESS

PLEASE POST

TO: ALL PRINCIPALS and ALL CONTINUING STATUS TEACHERS WITH SENIORITY
FROM: ROMA MEDVES **DATE:** February 23, 2017
RE: TEACHER TRANSFERS FOR THE 2017-2018 SCHOOL YEAR

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

TEACHER REQUEST TRANSFERS

The use of the **APPLICATION FOR TRANSFER FORM** is **mandatory for those teachers who wish transfer and/or increase in time.** Both the Board and the CVTF intend that this form collect the information required for fair application of Article E.14 of the Collective Agreement. It follows that the form should be filled in **completely.**

Only **continuing status** teachers with seniority 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).

In completing the transfer application form the teacher must **specify the desired school(s) of choice by name, in order of preference and grade(s) and subject area(s).** **Any additional information may be submitted with the application form.**

CHANGE OF ASSIGNMENT IN SCHOOLS [Do not use this form]

Requests for change of assignment within a school are **not transfers** and are dealt with through the principal at the school as per Article E.13 of the collective agreement prior to the transfer process.

BOARD INITIATED TRANSFERS [Do not use this form]

Board Initiated Transfers are dealt with separate from this application process and the **individuals involved will be contacted directly by the HR Manager.** If your school is facing a reduction of students and staff, then the teacher to be transferred shall be the teacher with the least district seniority, if no other staff member volunteers as per Article E.14.8.

JOB SHARES [Do not use this form]

Teachers requesting a Job Share do not need to fill in a transfer form. They should contact their principal about the possibility of a Job Share as described in Article C.14.6 of the Collective Agreement during the Spring staffing process at their schools.

The list of teachers wishing or required to transfer shall be circulated to all principals, the Locals and members of the Locals as per Article E.14.5. Thank you for your assistance.

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 hrededucation@sd79.bc.ca

2017-2018 APPLICATION FOR TRANSFER

SEN:

ST:

NAME: _____

I hereby request a transfer as detailed below. I recognize that this request must be submitted prior to March 15th and expires June 15th as per the Collective Agreement.

_____, 2017

Signature

Date

STATUS:

FTE OWED : _____

Continuing Appointment at _____

AND/OR (site/school)

Continuing Status Temporary Appointment (RECALL) for the past school year (C/T)

* I will consider a transfer of less than 1.0 FTE YES

* I wish to be considered for an increase in time YES

Note: You must write the name of each school and can include as many as you like.

➤ In order of preference, I wish to be considered for transfer to:

| | SCHOOL or Department <i>(e.g. Open Learning, Aboriginal Education, International, Student Support Services etc.)</i> | Grade(s) | and/or Subjects(s) or Positions <i>(e.g. ELL Teacher, District Elementary Counsellor, Literacy/Numeracy Support Teacher etc.)</i> |
|---|---|----------|--|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

- Add another sheet or write on back of form if you require more space; there is no limit to the number of schools listed.
- Please ensure that evidence of your experience and qualifications is up to date in your personnel file.

OFFICE USE ONLY

Your request for transfer has been received and will be considered in accordance with the current collective agreement.

Roma Medves, Human Resources Manager

Date form received in office

COLLECTIVE AGREEMENT DEADLINE: MARCH 15, 2017
(Application forms will be accepted over the break period up to March 27, 2017)

COWICHAN VALLEY SCHOOL DISTRICT

**2017/2018 TEACHER TRANSFER TIMELINES
& COLLECTIVE AGREEMENT REQUIREMENTS**

FEBRUARY 23, 2017 Worksite Receives Transfer Forms

MARCH 15, 2017

**TRANSFER APPLICATION COLLECTIVE AGREEMENT DEADLINE –
Forms will be accepted over the break up to March 27, 2017.**

Teacher Transfer Applications must be completed and sent to the Human Resources Department at the School Board Office.

Teachers interested in transferring from one school to another, teachers on recall who wish to be placed in an assignment at a school/department and teachers wanting to increase a continuing part-time appointment should forward the "Application for Transfer" form as per Articles E.14.4b and E.14.12.

MARCH 15, 2017 NOTIFICATION OF RETURN OF LONG-TERM LEAVES
G.21.6

MAY 31, 2017 RESIGNATION (RETIREMENTS)
C.1.1 An employee may resign from the employ of the employer on thirty (30) days' prior written notice to the employer or such shorter period as mutually agreed.

JUNE 1 - 15, 2017
BOARD INITIATED TRANSFERS & TEACHER TRANSFER MEETINGS
E.14.4.d Transfers initiated by the Board shall be completed no later than June 10 in a school year for the next school year, save when they are necessitated by circumstances not reasonably known to the Board by May 31 in such year.
E.14.4.e Teacher requested transfers shall be completed not later than June 15 in a school year for the next school year.

JUNE 15, 16, 2017 RECALL MEETINGS

JUNE 22, 2017 POSTING of teaching vacancies for 2017/2018 school year.

AUGUST 24, 2017 RESUME TEACHING VACANCIES POSTING for 2017/2018 school year.