

 <p>Cree School Board Commission scolaire crie</p>	<h2>Policy on Transfers of Teachers</h2>	
	<p>Department responsible: Human Resources Effective date: June 29, 2005 Amended on: July 1, 2013 and March 3, 2016 Approved by: Resolution #EC 2016-062</p>	
	<p>References:</p>	<p>Council Policy Manual: EL-1, EL-6 , EL-14</p> <p>Collective agreement</p> <ul style="list-style-type: none"> • Teachers (E4)
<p><u>Other Policies</u></p>		

1) General Principles

[Application](#) **1.1.** This Policy shall only apply to teachers employed by the Board and requesting a transfer to another school during the school year of the request or for the following school year.

[Collective agreement](#) **1.2.** This Policy shall be subject to the collective agreement respecting the working conditions of the teachers of the Cree School Board.

[Transfer](#) **1.3.** For the purpose of this Policy, a transfer means a reassignment to another position consecutive to a teacher's promotion or consecutive to his selection to occupy a vacant position in another school.

2) Criteria

[Principle](#) **2.1.** The Board shall be responsible for using the services of its teachers in order to ensure the best possible services to its students.

management right This Policy shall not be interpreted as to restrict the Board's management rights.

[Transfer criteria](#) **2.2.** In considering a request for transfer, the Board shall take into account, among others:

- a) the needs of the current education plan and of its school organization;
- b) the particular characteristics of its schools, classes and positions to be filled;
- c) that the teacher's departure from a position will not be detrimental to the students.

Without restricting the foregoing, a transfer shall not be granted if it cause a teaching position to become vacant during the school year.

School Committee In any case, the concerned school committees shall be consulted.

Art. 8.21 / Consolidated By-Law #1

3) Transfer Procedure

[Deadline](#)

3.1. Subject to section 3.6, any request for transfer shall be made in writing to the Department of Human Resources as follows:

- a) before March 1 for transfers at the beginning of the following school year;
- b) within 5 days of his selection to fill another position.

[Information/
request](#)

3.2. The request shall contain the position contemplated as well as the date of reassignment and, where applicable, shall be accompanied by the resolution of the concerned school committees recommending the transfer.

[Time line](#)

3.3. Following the submission of a request for transfer, the administration shall act diligently, in order to avoid delays that may impact the service delivery.

[Interviews](#)

3.4. Interviews for teachers requesting a transfer for the following school year, shall be done before the end of March.

[Decision](#)

3.5. The Department of Human Resources shall forward the request and recommendation to the concerned hiring authority.

[Effective date](#)

3.6. When approved, the transfer shall be effective at the date indicated by the hiring authority, who may also decide to delay the coming into force of a transfer into another position or department if it appears detrimental to the students.

4) Application of this Policy

[Previous
provisions](#)

4.1. The present Policy replaces any other Policies of the Board pertaining to this subject, while respecting the Council Policy Manual/Ends where applicable.

[Official version](#)

4.2. The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#)

4.3. Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of Human Resources is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.