

## STAFF ASSIGNMENTS AND TRANSFERS – SUPPORT

### Background

Appropriate assignment of support staff is a major factor in delivering quality educational programs. Transfers of support staff to meet evolving Division needs are often necessary to facilitate effective and efficient staff deployment.

Support staff transfers may be undertaken when program, student or staff needs warrant.

### Procedures

1. In deploying and transferring support staff, the following criteria will be considered:
  - 1.1 Student and program needs.
  - 1.2 Provisions of the current collective agreements.
  - 1.3 Relevant experience, interests and training of support staff members.
  - 1.4 Seniority of staff members with the Division.
  - 1.5 Staff request.
  - 1.6 Principal recommendations.
2. Transfers of currently employed support staff will be considered before external appointments are made.
3. The Superintendent or designate is responsible for:
  - 3.1 Coordinating the transfer of all Division support staff.
  - 3.2 Establishing specific administrative procedures to be followed when transferring staff.
  - 3.3 Ensuring appeal procedures are available for support staff members who have been transferred.