

## Background

Pembina Hills Public Schools believes that the appropriate assignment of employees is a key factor in delivering quality educational programs. Assignment and transfer decisions will be made to meet the evolving needs of the Division, while at the same time providing opportunities to foster professional growth and advancement.

## Definitions

Assignment – the specific tasks or duties assigned to an employee by their Principal/Supervisor. Examples include grade, course, bus route, etc.

Transfer – a lateral change in position, location or department.

## Procedures

1. Assignment requirements for the Division will be reviewed by the Superintendent or designate on an annual basis.
  2. Transfers and assignment changes of current employees will be considered prior to available positions being posted.
- A. Assignment
1. Changes in assignment within a school/department are the responsibility of the Supervisor.
  2. If a position is reduced from full-time to part-time by the Supervisor, the incumbent in the position will be given the opportunity to:
    - a. Accept the part-time position as the total assignment,
    - b. Accept the part-time position and make application for an additional part-time assignment, if one is available, or
    - c. Ask for a transfer to an appropriate full-time assignment.
- B. Transfer
1. As per Policy 16 Recruitment and Selection of Personnel, Policy 14 Board Hearings on Teacher Transfers, and Section 104 of the *School Act*, the Superintendent has the authority to transfer employees.
  2. Employee transfers may occur through the following mechanisms:
    - a. An employee voluntarily requests a transfer, or

- b. In the event of a restructuring, reorganization or reduction, the Superintendent or designate, in consultation with the Principal/Supervisor, approves an employee transfer.
3. When transferring employees, any or all of the following criteria will be considered:
  - a. Division, student and program needs as determined by the Supervisor and Superintendent or designate,
  - b. Experience, interests and training of staff members,
  - c. Supervisor recommendations,
  - d. Employee request,
  - e. Other considerations deemed relevant by the Superintendent or designate.
4. Transfers within the school year will only be considered if extenuating circumstances are sufficient to support this action.
5. Failing mutually agreed to transfers:
  - a. Certificated employees may appeal the transfer pursuant to Policy 14 Board Hearings on Teacher Transfers and Section 104 of the *School Act*.
  - b. Non-certificated employees may appeal the transfer according to the following process:
    - The employee must submit a written request to the Superintendent to review the transfer within 10 calendar days of the transfer notice.
    - The appeal must clearly outline the employee's reason for the refusal of the transfer.
    - The Superintendent will render a written decision within 15 calendar days of receipt of the appeal. The Superintendent's decision is final.

## Reference

[Alberta Employment Standards Code](#)  
[School Act](#) Section 104  
[Policy 14 Board Hearings on Teacher Transfers](#)  
[Policy 16 Recruitment and Selection of Personnel](#)  
[AP 40-03 Employee Recruitment and Selection](#)