

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 500 – Personnel and Employee Relations

POLICY 520: TRANSFER OF PROFESSIONAL STAFF

BACKGROUND

The Board of Trustees recognizes that there may be specific situations where, in the best interests of the Division and its students, the Superintendent may need to transfer a teacher.

POLICY

The Board encourages the transfer of professional staff throughout the system. While Teachers initiated transfers are preferable, the Board acknowledges that the Superintendent may transfer a teacher in accordance with section 104 of the School Act. The teacher may make a written request to the Board to have a hearing before the Board for the purpose of objecting to the transfer.

GUIDELINES:

1. Division administration has the authority and responsibility to finalize staff assignment in the best interests of the Division, following consultation with the affected parties.
2. A transfer is an opportunity for growth and will not be a substitute for disciplinary action.
3. A teacher who has received a notice of transfer may, within seven (7) days from the day on which the teacher receives the notice of transfer, make a written request to the Board to have a hearing before the Board for the purpose of objecting to the transfer.
4. The request for a hearing before the Board shall be submitted by the teacher to the Secretary Treasurer with a copy being provided to the Superintendent.
5. The Board may set a date and time for the hearing requested not earlier than fourteen (14) days after the teacher receives the notice of transfer, unless the teacher agrees in writing to an earlier date.
6. The Secretary Treasurer shall advise the teacher in writing of the date, time and location of the hearing.
7. Any written materials the teacher or the Superintendent wishes trustees to consider must be submitted to the Secretary Treasurer not less than four (4) days prior to the scheduled date of the meeting. The Secretary Treasurer will provide copies of all such documentation to the Trustees and the parties prior to the hearing, where possible, or during the hearing.
8. The teacher or the Superintendent may be accompanied by counsel or other representative, and may bring witnesses if, not less than four (4) days prior to the scheduled date of the meeting, the following is provided by the teacher or the Superintendent in writing: the names of counsel, other representatives, and any witnesses.
9. Notwithstanding, the Board Chair shall reserve the right to receive further documentation as deemed relevant.

10. Procedure at Hearings

- 10.1. The hearing shall be conducted at an in-camera session of the Board, and chaired by the Board Chair, or in the Board Chair's absence, the Vice-Chair or designate.
- 10.2. The Board Chair will introduce all parties, and the parties or their representatives shall introduce all witnesses at the hearing.
- 10.3. The sequence of the hearing shall be as follows:
 - 10.3.1. An opening statement to be made by each of the parties;
 - 10.3.2. Written and oral presentation by the Superintendent or designate, including any evidence by witnesses where appropriate;
 - 10.3.3. Written and oral presentation by the teacher, including any evidence by witnesses where appropriate;
 - 10.3.4. Superintendent's or designates opportunity for a response to the teacher's presentation;
 - 10.3.5. Teacher's opportunity for a response to the administration's presentation;
 - 10.3.6. An opportunity for the Board to ask questions of both parties and any questions of clarification of both parties and any of the other witnesses;
 - 10.3.7. An opportunity for the Superintendent or designate to make final comments;
 - 10.3.8. An opportunity for the teacher to make final comments; and
 - 10.3.9. No cross-examination of witnesses shall be allowed unless the Board Chair deems it advisable.
- 10.4. The Board will meet without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The Board may have the Secretary Treasurer or legal counsel in attendance.
- 10.5. If the Board requires additional information or clarification in order to make its decision, both parties will be recalled to appear before the Board and the request for information will be made in the presence of both parties. If the information is not readily available, the Board Chair may request a recess, or if necessary an adjournment of the hearing to a later date. In the case of an adjournment, trustees are prohibited from disclosing the evidence presented or matters raised at the hearing, either amongst themselves or with the parties and their representatives or witnesses until the hearing is reconvened.
- 10.6. When the Board is ready to make its decision on the matter, both parties, if still present, will be advised that the Board will be reconvening and will consider a motion to move into a regular or special Board meeting in order to consider the resolution.
- 10.7. The Board decision will be communicated to the teacher, in writing, following the hearing.

ADMINISTRATIVE PROCEDURE

[520 P 001 – Transfer of Professional Staff](#)

REFERENCES

Alberta Education – School Act

Approved: September 7, 2004

Revised: _____

