



**PL 3 – 04.2.0 Staff Transfers**

<b>Related Policies:</b>	<b>Date of Approval:</b> 2017 August 1
<b>Related Procedures:</b>	<b>Last Amended:</b>
<b>Exhibits:</b>	<b>Last Reviewed:</b> 2019 November 29

**FOUNDATIONAL PILLAR - Operational Expectations**

**EXPECTATION**

It is the will of the Board that the Superintendent shall ensure that the organization's employees are deployed in a manner that enables the Division to achieve its **Organizational Goals**.

**REQUIREMENTS AND LIMITS**

1. Prior to transferring a Vice Principal within the Division, the Superintendent shall inform the Board Chair and the local Trustee of the proposed transfer.
2. Prior to transferring a Principal within the Division, the Superintendent shall have the transfer
  - a. approved by a committee consisting of the Board Chair and the local Trustee (or if the transfer involves more than one Principal, the local Trustees)
  - b. if the transfer is not approved by the committee, the transfer will be referred to the Board for approval.

**ASSURANCES**

1. Annually, at the June Board meeting, the Superintendent shall provide a report to the Board listing the approved teacher and central office staff transfers for the upcoming school year.

**HISTORY**

- 2017 Aug 1 Approved
- 2018 Feb 18 Reviewed
- 2019 Apr 10 Reviewed
- 2019 Nov 29 Reviewed