

420 EMPLOYEE TRANSFERS

BELIEF

MESC through its commitment to excellence, supports the need for both employee requested and system directed transfers. Such transfers must reflect the needs of the students and the MESC staffing plan.

PROCEDURES

1. All transfers are the responsibility of the Superintendent in consultation with the Associate Superintendents involved. In deploying or transferring certified employees, any or all of the following criteria will be considered:
 - 1.1. Student and program needs as perceived by the Branch and site administration.
 - 1.2. Experience, interests, training, and credentials/qualifications of employees.
 - 1.3. Employee request.
 - 1.4. Other considerations as deemed relevant by the Superintendent.
2. Employees requesting a transfer in their teaching assignment shall make their request known to the Associate Superintendent: People Services in writing.
3. A transfer shall not be a substitute for termination of a contract where services are unsatisfactory.
4. When the Superintendent transfers a teacher/instructor's teaching assignment to another school the Superintendent shall:
 - 4.1 Give the teacher/instructor a minimum of seven (7) days' notice in writing regarding the transfer.
 - 4.2 When the teacher/instructor does not wish to transfer in accordance with the notice, they may appeal the decision as per Administrative Procedure 428 – Employee Appeal Process
5. The transfer cannot take place until after the appeal process has been finished.
6. Subject to the terms of the Employment Agreement transfers within a site should consider the:
 - 6.1. Training and qualifications of the employee;
 - 6.2. nature of the program;
 - 6.3. health and welfare of the students;
 - 6.4. the sites staffing plan and budget; and
 - 6.5. competencies of the teacher/instructor.
7. The authority of transfers within a site rests with the site/branch administration.