

## **VOLUNTARY TRANSFERS AND REASSIGNMENTS FOR REGULAR TEACHERS**

5-21.28 Following the application of clauses 5-21.23, 5-21.24, and 5-21.25, by May 7, the board shall post on its website the list of needs that remain to be filled for the following school year.

- a) During a first round of voluntary transfers, the board shall invite regular teachers to apply for reassignment to another category within the school or at another school according to their qualifications. Once the list of needs is posted, each regular teacher has a minimum of three (3) days to submit a request for reassignment. All requests must be received by the board no later than May 15.

If there is only one application, the request is granted so long as the regular teacher meets the requirements of clause 5-21.12. When there is more than one candidate, the school administration shall select a candidate following a round of interviews and make a recommendation to the Human Resources Department which shall approve the reassignment. Regular teachers within the school who apply shall be given priority over applicants from other schools.

Following application of clause 5-21.28 a), the board, in presence of the union, shall grant the following voluntary transfers:

- i) When only one person applies for a post, the voluntary transfer is granted.
  - ii) When two or more people applies for a post, the school administration invites each candidate for an interview and makes a recommendation to the board.
  - iii) Based on the recommendation specified in paragraph ii), the board grants the transfer.
  - iv) By May 20, the board notifies each candidate, in writing, if his or her voluntary transfer request has been accepted or refused. A copy of the notice is forwarded to the union.
- b) A second round of voluntary transfers shall be organized in accordance with the following parameters:
- A meeting shall be held on one evening of the week, not later than May 25 of each school year.
  - Regular teachers shall register for the meeting one week before the day of said meeting.
  - The board shall proceed by seniority. The regular teacher with the most seniority shall obtain the position so long as he or she meets the requirements of clause 5-21.12.
  - The position left vacant by the regular teacher who obtained the transfer is placed at the bottom of the list and offered later on during the same meeting.
  - The participation of a regular teacher in the process shall cease as soon as he or she has obtained a transfer.
  - The regular teacher may waive his or her right to choose a position and wait for the second list to be presented during the same meeting.
  - The meeting shall go on for as long as regular teachers exercise their right to claim a transfer.

## **VOLUNTARY TRANSFERS AND REASSIGNMENTS OF REGULAR TEACHERS WITH SPECIAL STATUS**

5-21.34 Following the application of clauses 5-21.30, 5-21.31, 5-21.32 and 5-21.33, by June 2, the board shall post on its website the list of needs that remain to be filled for the following school year.

- a) During a first round of voluntary transfers, the board shall invite regular teachers with special status to apply for reassignment to another category within the school or at another school according to their qualifications. Once the list of needs is posted, each regular teacher with special status has a minimum of three (3) days to submit a request for reassignment. All requests must be received by the board no later than June 7.

If there is only one application, the request is granted so long as the regular teacher with special status meets the requirements of clause 5-21.12. When there is more than one candidate, the school administration shall select a candidate following a round of interviews and make a recommendation to the Human Resources Department which shall approve the reassignment. Regular teachers with special status within the school who apply shall be given priority over applicants from other schools.

Following application of clause 5-21.34, the board, in presence of the union, shall grant the following voluntary transfers:

- i) When only one person applies for a post, the voluntary transfer is granted.
  - ii) When two or more people applies for a post, the school administration invites each candidate for an interview and makes a recommendation to the board.
  - iii) Based on the recommendation specified in paragraph ii), the board grants the transfer.
  - iv) By June 12, the board notifies each candidate, in writing, if his or her voluntary transfer request has been accepted or refused. A copy of the notice is forwarded to the union.
- b) A second round of voluntary transfers shall be organized in accordance with the following parameters:
- A meeting shall be held on one evening of the week, not later than June 15 of each school year.
  - Regular teachers with special status shall register for the meeting one week before the day of said meeting.
  - The board shall proceed by seniority. The regular teacher with special status with the most seniority shall obtain the position so long as he or she meets the requirements of clause 5-21.12.
  - The position left vacant by the regular teacher with special status who obtained the transfer is placed at the bottom of the list and offered later on during the same meeting.
  - The participation of a regular teacher with special status in the process shall cease as soon as he or she has obtained a transfer.
  - The regular teacher with special status may waive his or her right to choose a position and wait for the second list to be presented during the same meeting.
  - The meeting shall go on for as long as regular teachers with special status exercise their right to claim a transfer.