

## TRANSFERS

### A. Voluntary Transfers

At a time agreed to by the Union, the Central Office of the Department shall invite applications for voluntary transfer by notice in the Schools Bulletin. Members applying for voluntary transfer shall have the right to nominate particular schools or other places of work to which they are prepared to accept transfer. They retain their right to remain in their substantive position if their applications are unsuccessful.

### B. Priority Transfers

**Note:** The term "priority transfer" describes the Department's obligation to place those teachers, as a priority, in the Round.

1. If it becomes clear that a school has to reduce its staff as a result of declining enrolments, the principal should first canvas the possibility of members of staff volunteering to accept compulsory transfer status.
2. In selection of priority transferees, the following is to apply. Principals are to make the initial choices in consultation with the teachers involved utilising the following criteria in order of priority:
  - (a) The needs of the school.
  - (b) First in first out.

Members nominated as priority transferees have the right to submit applications stating their preference and shall be placed in suitable positions.

**Note:** No member may be priority transferred from a substantive position more than once in any 12 month period, nor in the succeeding year from a substantive position. No beginning teacher member is to be transferred in the first year of service unless voluntarily, or as a result of a probationary panel recommendation. The conditions in this note are not to be applied to teachers temporarily appointed to a position for a limited term.

**Note:** Identification of the needs of the school. The establishment of the needs of the school is not to include an assessment of the respective merits of individual members of the Union. Sub-Branch meetings with notice of at least one full day should be held to discuss any decisions under this criterion.

#### Secondary Schools

3.
  - (a) The total school staff entitlement based on enrolment is calculated.
  - (b) Student demand for courses faculty by faculty is calculated.
  - (c) Total staff required is calculated on the basis of student demand by faculties taking into consideration the balance of educational program.
  - (d) That the Sub-Branch be informed about the calculations of (a), (b) and (c).
  - (e) Where a number of surplus members in a particular faculty is greater than the school surplus, no more than the school surplus may be identified as compulsory transfers.
  - (f) If the foregoing procedure results in there still being a surplus in a particular faculty then the qualifications of the members in that faculty and the wishes of the members concerned should be ascertained with a view to affecting an intra school transfer of teaching duties.
  - (g) Only when the issue of cross faculty teaching has been explored to the satisfaction of the Sub-Branch should members be priority transferred out of one faculty in order to allow the appointment of an extra teacher to another faculty.
  - (h) That one year of study at tertiary level or one year of teaching experience in a subject area be taken as adequate qualification for a teacher to teach that subject.
4. Council supports the view:
  - (a) that the earliest possible granting of priority transfer status to members be given by the Central Office of the Department.
  - (b) that this occur only when all schools have had an opportunity to identify redundant positions
  - (c) that prior to nomination to the Central Office of the Department of any member(s) selected for priority transfer the Sub-Branch Executive shall call a meeting of the Sub-Branch to ensure that Union policy has been followed and in particular to ensure that any selection made under the criterion "the needs of the school" has

been determined on an objective basis and is clearly related to the educational programs of the school. The Sub-Branch Secretary shall report the deliberations of the Sub-Branch meeting to the Senior Officers.

**Note:** That one full day's notice shall be given of Sub-Branch meetings held under paragraph B4 above and that all Sub-Branches be reminded in early Term 3 of the Transfer Policy so that they can ensure that the policy is followed.

- (d) That Sub-Branches inform the Union of the names of the individual members nominated for priority transfer and that those members be advised of the procedures.
- (e) That statements of school philosophy and program be made available by the Department to assist members in the lodging of transfer applications.
5. All members to be nominated as priority transferees are to be given specific reasons for such nomination in writing at least five days prior to forwarding of names to the Central Office of the Department.
6. Where any member feels that she/he is being discriminated against unfairly in selection as a transferee, she/he should seek advice and assistance from the Union.
7. If no permanent position is available to which a priority transferred permanent member may be appointed, such member is to be appointed to a suitable temporary position for the balance of the school year, with the option of transfer to a suitable permanent vacancy when one becomes available. Where this proves to be impossible, the Union is to be consulted on appropriate alternative arrangements.
8. Where a Sub-Branch believes that a vacancy to which a member is to be priority transferred is unsuitable, the question is to be referred to the Union Executive for decision.
9. Where the Senior Officers become aware of any irregularity or departure from policy in connection with priority transfers, they will investigate the situation and report their findings to Executive.
10. Staff members on leave are not exempt from consideration in terms of the Transfer Policy. When members on leave are considered in terms of this policy, the Union Office must contact them where possible so they can contribute to Sub-Branch discussions and to Executive consideration of the matter. In any case both the Sub-Branch and Executive must do all in their power to ensure that all members' rights are protected. Members going on leave are to be made aware by Sub-Branch Officers of the possibility of their transfer being considered under this policy. The School Executive will provide such members with a questionnaire allowing them at the time of commencement of their leave to provide all information that may be necessary if a situation arises whereby that member is considered for priority transfer. Where this part is in conflict with other aspects of leave policy this part takes precedence.
11. That if a new promotions appointment is made to a school resulting in over formula staffing of that school during the school year and therefore requiring the transfer of a teacher from that school then the criteria and procedures laid out in this Transfer Policy are to apply.
12. Sub-Branches should work to maximise the number of permanent positions in schools to provide opportunities for permanent teachers in the system. Casualisation of positions in the name of organisational flexibility is to be avoided.

#### C. **Processing of Applications**

1. The Central Office of the Department is to establish panels with appropriate Union representation for each teaching area, ie preschool, primary, secondary and special education.
2. Panels are to process voluntary and priority transferees at the same time, given the proviso that priority transferees must be placed in suitable vacancies.
3. Panels should determine utilising the following criteria, which are not in priority order.
  - (a) Suitability in terms of basic qualifications for position sought. Any practice which divides applicants into extremely narrow categories is to be avoided.
  - (b) Number of years at current school.
  - (c) Preferred geographic location.
  - (d) Special circumstances, including personal grounds.

4. The Union rejects any suggestion that transfers at Level I are to be made on the same precise "suitability" basis as is employed with respect to promotions selection procedures.
5. Members who transfer, voluntarily or as a priority, on the basis of projected falling enrolments at the end of the school year shall be given as a priority, the option of returning to their former position if enrolments in the new year allow.