

Personnel and Employee Relations 7220 Staff Assignments, Transfers, and Posting	Administrative Application	
	Last Reviewed /Approved on:	August 14, 2024
	References:	The Education Act, 1995, 175(2)(b), 202(3), 231(2)(a) The School Division Administration Regulations, Part 8, Sec. 42, 49 Teacher Career Planner/Placement Form Education Support Professional Planning Form Policy 12 – Role of the Director
	Status:	Operational

Preamble

This administrative application applies to all staff of the Regina Catholic School Division (RCSD) **with the exception of** Canadian Union of Public Employees, (CUPE) Local No. 1125 members.

Application

The Director and/ or designate shall assign duties to all staff in accordance with the needs of the school division and as prescribed in *the Education Act*. RCSD believes that the purpose of staff transfers is to meet needs of the school division, individual schools, and students.

1. Posting

Vacant staff positions may be filled by external advertising and/or internal posting issued by the Human Resource Services Department.

2. Request for Placements

Staff who may wish a change of location, grade level, or subject assignment may make a request by completing the *Teacher Career Planner/Placement form* or *Education Support Professional Planning form* developed and issued by Human Resource Services.

3. Assignments

Staff assignments shall be made in consideration of the following:

- In assigning staff, the prime consideration will be the needs of students.
- Staff will be assigned to a position in accordance with the needs of the school division as determined by the administrative staff.
- The expressed wishes of staff will be considered.
- The principal of the school, with the concurrence of the designated superintendent, shall assign, in consultation with members of their staff, specific duties and responsibilities of each member of the staff.

- e. In consultation with staff, the Director may appoint part or all of their regular duties for special assignment over a specified period, in order to accommodate specialized needs within the school division.