

REASSIGNMENT

Background

The Division recognizes the potential for the reciprocal benefits of a reassignment process for teachers in its employ. The purpose of a reassignment is to lend an organization the expertise possessed by a teacher, or to provide the teacher with an opportunity to gain experience in an area that will benefit the teacher and the Division.

Procedures

1. During the period of reassignment, the teacher continues to be an employee of the Division and the Division continues to pay the teacher's salary in the amount payable to the teacher by the Division. The receiving organization shall reimburse the Division in the amount equal to the cost of salary and benefits paid by the Division with respect to that teacher. Periods of reassignment will be recognized for the purpose of salary increments.
2. The Director may approve the reassignment of a teacher for a period of not more than one (1) year at a time.
3. On expiration of the reassignment period, the Director will provide the teacher with an assignment in the Division.
4. In considering an application for reassignment, the needs of the Division, the nature of the proposed receiving organization and the demonstrated need of the organization shall be considered.
5. The commencement of the period of reassignment shall occur at the beginning of a school year or at natural breaks in the school year as the Director determines advisable.
6. A teacher who wishes to apply for a reassignment to another institution shall apply in writing to the Director at least one hundred and twenty (120) days prior to the date of the commencement of the proposed reassignment.
7. All reassignments shall be for a specified period of time and the teacher and the Division shall enter into a written agreement setting out the details of the reassignment.