

CHANGES IN EMPLOYEE ASSIGNMENT/WORKSITE

Background:

The Division acknowledges that changes in staff assignments and worksites foster professional growth.

Procedures:

1. An employee may initiate a change in assignment or worksite by applying for a posted position suitable to their training and experience.
2. The supervisor may initiate changes through the administrative change process.
3. As per [Board Policy 11: Board Delegation of Authority](#), the Superintendent has the authority to transfer employees.
4. A request for worksite change shall not take the place of an evaluation.
5. The supervisor shall request a change in worksite for an employee through the Associate Superintendent of Human Resources.
 - 5.1. The supervisor shall work with a director of Human Resources before making a request for an administrative change in worksite.
 - 5.2. Requests shall be supported with documentation indicating attempts to resolve the issues prompting the request.
6. Changes shall be communicated in writing to the affected employee(s) by the Associate Superintendent of Human Resources, stating the reasons for the change as provided by the supervisor.
7. Division staffing levels and vacancies shall determine the opportunity for changes to be made. Changes resulting from staff reduction at a particular site shall be made according to [Administrative Procedure 417: Staff Reduction](#).

Reference:

Section 33, 52, 53, 68, 196, 197, 204, 222, 225 *Education Act*
Employment Standards Code
Labour Relations Act
Collective Agreement