

SECTION 500 – Personnel and Employee Relations

ADMINISTRATIVE PROCEDURE: STAFFING PROCESS

<i>PROCEDURE CODE:</i>	<i>504 AP 006</i>
Policy Reference: 504 – Selection, Assignment and Evaluation of Professional Staff	

PROCEDURE

1. Principals identify staffing needs based on enrolment & staffing changes (retirements, leaves, movement within the school, etc.)
2. Principals along with Human Resources (HR) determine the number of “free and clear” positions. At the same time, principals along with HR identify any surplus or teachers returning from leave as per Administrative Procedure 504 P 003 – Reduction in Professional Staff.
3. During the first staffing round, surplus teachers may apply for internally posted free and clear positions.
4. The Superintendent or designate, at any point in the process, reserves the right to transfer a teacher as per Section 212 of the Education Act.

Staffing Rounds

Round 1:

Each school principal, in consultation with the Associate Superintendent of Human Resources, will determine vacant positions for the next school year. Once vacant positions have been determined the following placements will occur.

Step 1: Surplus Teachers

1. All surplus continuous contract teachers will be placed in this staffing round.
2. Surplus teachers will complete the “Transfer Request for Surplus Division Teachers” (Exhibit 504 E003) to HR on or before the date required by HR.
3. After a review of the surplus teacher transfer requests the Associate Superintendent – Human Resources will determine placement based on the following considerations:
 - a) The surplus teacher’s requests.

- b) The staffing needs of the Division.
- c) Consultation with the school principal to determine the staffing needs of the school.
- d) A conversation with the school principal and the surplus teacher to determine if a transfer meets the needs for both the teacher and the school. Some considerations that may be part of this conversation could be:
 - Compatibility with school culture, philosophy, focus and goals.
 - Teacher skill set and experience that will support and enhance the learning and staffing needs of the school.

Step 2: Probationary to Continuous Contracts

1. Where supported by an appropriate principal evaluation and where approved by the Superintendent or designate, probationary contracts can be moved to continuous.
2. Probationary Teachers that accept these continuous contracts for the next school year, are not eligible to apply in the current year's staffing rounds.

Step 3: Teacher Initiated Transfer Requests

1. **There is no guarantee transfer requests will be granted.**
2. Only teachers who have been at their current school for the past 3 years can apply for a teacher-initiated transfer.
3. Teachers will complete the "Teacher Initiated Transfer Form" (Exhibit 504 E001) to HR on or before the date required by HR. Teachers will be notified that their request has been received.
4. After a review of the transfer requests the Associate Superintendent – Human Resources will determine what transfer requests will occur based on the following considerations:
 - a) The staffing needs of the Division.
 - b) Consultation with the school principal to determine the staffing needs of the school.
 - c) Transfer requests that may meet the staffing needs of the school.
 - d) A conversation with the school principal and the teacher wishing to transfer to determine if a transfer meets the needs for both the teacher and the school. Some considerations that may be part of this conversation could be:
 - Compatibility with school culture, philosophy, focus and goals.
 - Teacher skill set and experience that will support and enhance the learning and staffing needs of the school.
5. Teachers requesting transfers will be notified by the Associate Superintendent – Human Resources if they will be transferred or will remain at their current school before the beginning of Round 2: Open Positions of the staffing process.

Round 2: Open Positions

1. Remaining positions are posted internally to all School Division staff and externally to prospective teachers through Apply to Education on the Medicine Hat Public School Division



(MHPSD) website. Staff that successfully moved in previous rounds are not eligible to apply for these positions.

2. Any teacher, including any eligible (as per policy 510 – Teacher Growth, Supervision and Evaluation) MHPSD teacher on continuous contract in the current year can apply to any of the jobs posted in this round.
 - 2.1. Teachers “applying out” are asked to notify their current principal.
 - 2.2. Defined dates will be set each year for when jobs are posted, closed, and the window for interviews.
3. Applicants apply for positions through Apply to Education on the Division website.
4. Applicants will be shortlisted by school principals and interviews carried out.
5. Principals communicate the offer to the successful candidate. If the successful candidate has additional interviews, they may request a delay in making a decision until all interviews are completed. If the candidate chooses to accept the offered position, they must notify the principals of the other schools that they are withdrawing from the previously scheduled interviews.
6. Principals also communicate feedback to unsuccessful interviewees.
7. Positions may be reposted at the discretion of the principal in consultation with the Associate Superintendent.

Round 3: Open Positions

1. Remaining and new positions are posted internally to all School Division staff and externally to prospective teachers through Apply to Education on the Division website. Staff that successfully moved in previous rounds are not eligible to apply for these positions.
2. Staffing round follows the same process outlined in Round 2: Items 2 – 7.

Round 4: Temporary Positions

1. Any positions not filled in the previous staffing rounds are posted.
2. This round is only open to external candidates, teachers on temporary contract or teachers that have not accepted an assignment for the next school year.
3. Positions in this round are posted as schools become aware of the need.
4. Staffing round follows the same process outlined in Round 2: Items 3 – 7.
5. Human Resources will continue to post for as long as the Associate Superintendent or designate determines that the process is feasible.

REFERENCES

[504 P 003 – Reduction in Professional Staff](#)

[Policy 510 – Teacher Growth, Supervision and Evaluation](#)

[Exhibit 504 E 001 – Teacher Initiated Transfer Form](#)

[Exhibit 504 E 002 – Teacher Initiated Transfer Frequently Asked Questions](#)



Exhibit 504 E 003 – Transfer Request for Surplus Teachers Only
Alberta Education – Education Act

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