	Administrative Procedure **Employee Transfer**	
	Department:	**Corporate Services**
	Approved by:	**Leadership Council**
	Date Approved:	**April 15, 2024**
	Revision Date(s):	
	Review Date:	
	External References • *The Education Act, 1995* • *Saskatchewan Employment Act and The Occupational Health and Safety Regulations, 2020*	
	Internal References • Employee Transfer Request Form	

Purpose

- This administrative procedure establishes the process for transferring an employee to another location within Saskatchewan Distance Learning Centre (Sask DLC).

Scope

- This administrative procedure applies to all employees of Sask DLC who are transferring to a different location within Sask DLC.

Policy Statement

- Employee Transfers will be considered on a case-by-case basis, taking into account Sask DLC's operational needs and the employee's individual circumstances.

Procedures:

1. Employer-Initiated Transfer Request:
   a. The organization may identify the need for an employee to work from another location based on changes in organizational structure, staffing requirements or strategic objectives that aligns with organizational needs and priorities.
   b. Employees must be allowed to provide input and express concerns regarding the transfer during a consultation process with their supervisors.
   c. After the final decision has been made by the organization, it is advisable to proceed with the next steps outlined in the Notification and Documentation section of this procedure.

2. Employee-Initiated Transfer Request: Employees seeking a transfer to another location should:
   a. advise their current supervisor of their desire to change their location; and,
   b. complete and submit the Employee Transfer Request Form to their supervisor by March 31 for consideration for the following school year.

3. Review and Approval Process
    a. The relevant Superintendent/Vice President will review the request based on its feasibility and alignment with organizational needs and priorities.
    b. Prior to making any decisions on transfer requests, the Superintendent/Vice President will consult with relevant personnel and departments to assess the feasibility and suitability of the transfer. Such personnel include the employee's current supervisor, Corporate Services – including Human Resources, IT and Finance.
    c. The relevant Superintendent/Vice President will make a recommendation to the Chief Executive Officer (CEO) of Sask DLC.
    d. The CEO will make the final decision on the employee-initiated transfer request.

4. Notification and Documentation of the Decision
    a. The relevant Superintendent/Vice President will communicate approved requests to the employee and the employee's supervisor.
    b. If the request is denied, the employee's supervisor will provide feedback and rationale to the employee.
    c. Human Resources will document the final decision on the employee transfer request in the employee's personnel file.

5. Appeal Process
    a. If an employee has their request denied by their supervisor or the relevant Superintendent/Vice President, they may resubmit their request directly to the CEO through the Executive Coordinator to the CEO.
    b. The CEO will review the submitted request and consult with relevant stakeholders, such as the Superintendent or Vice President responsible for the employee's department, before making a final decision.
    c. After the CEO makes the final decision it is advisable to proceed with the next steps outlined in the Notification and Documentation section of this procedure.

6. Transition Planning
    a. The relevant Superintendent/Vice President will develop a transition plan in collaboration with the employee, their current supervisor, Corporate Services and the senior administrator at the new location. The transition plan should include:
        i. transfer date;
        ii. duties and responsibilities during the transition period;
        iii. orientation and training needs at the new location;
        iv. any logistical support required for the move (if applicable); and,
        v. a plan for informing relevant stakeholders about the transfer.

7. Execution of The Transition Plan
    a. The employee is expected to officially transition to the new location on the agreed-upon transfer date.
    b. Human Resources will ensure that the employee records are updated to reflect the new location.
    c. Human Resources will ensure completion of all transfer-related paperwork.
    d. Accommodations will ensure the space plan is updated at the new location to reflect the employees new location.

8. Orientation and Integration of Employee
    a. After transferring, the employee will receive a location-specific orientation, which includes meeting team members and getting familiar with the location's policies and procedures, such as Occupational and Health Safety procedures.
    b. The senior administrator in the receiving location will provide support to ensure the smooth integration of the transferred employee into their new location.

Definitions

- **Transfer:** Refers to the permanent movement of an employee from one location to another within Sask DLC.

- **Location:** Refers to the physical site of Sask DLC where employee perform their duties.

- **Supervisor:** Refers to Sask DLC managers who are responsible for managing and overseeing the daily operations of employees.