

**POLICY**

SECTION:	TEACHING STAFF	POLICY:	<b>I-04</b>
TOPIC:	<b>TEACHER EXCHANGE – WITHIN THE DISTRICT SCHOOL BOARD OF NIAGARA</b>	PAGE:	1 of 1
		DATE:	June 2013
REVIEW DATE:	June 2018	REVISED:	

1. Exchanges may take place across panels and will not normally extend beyond one school year. When they are cross-panel, the relevant collective agreement provisions must be adhered to but each exchangee will continue to be paid their base salary and benefits according to the collective agreement at his or her original panel.

However, if one or more of the teachers involved in the exchange holds a position of responsibility, while the other does not the exchangee in the position of responsibility will relinquish their position of responsibility allowance during the exchange to cover the cost of the teacher who assumes the acting position of responsibility in their absence to ensure there is no additional cost to the Board. It is understood that when an exchange occurs, none of the schools involved is left without someone assuming the area of responsibility vacated by an exchangee.

2. (i) Principals will submit to the Human Resources Staffing Manager, names of teachers desiring an exchange for professional development by March 1<sup>st</sup>.  
(ii) The appropriate Human Resources Staffing Manager will circulate a list of these teachers to each Principal who shall contact the teacher(s) concerning the possibility of an acceptable exchange with another teacher before April 1<sup>st</sup>.  
(iii) Exchange agreements will only be finalized if mutually acceptable to the teachers, Principals, Area Superintendents concerned, and the Superintendent of Human Resources.  
(iv) All exchanges will terminate June 30<sup>th</sup>.
3. Should the teachers concerned wish to continue in the positions exchanged beyond the period indicated, this would require mutual agreement of all concerned.
4. None of the above will preclude a teacher on exchange from applying for a promotion in the District School Board of Niagara. If a teacher on exchange is promoted to a position of additional responsibility, then two options are open to the remaining parties in the exchange:
  - (i) It becomes the responsibility of the current Principal of the promoted teacher to hire a Long Term Occasional replacement for the remainder of the exchange.
  - (ii) By mutual consent of all the remaining parties to the exchange, other arrangements may be made.