

DUNDEE CITY COUNCIL - EDUCATION DEPARTMENT

Policy relating to transfer of maingrade and chartered teachers

- 1.0 General Principles
- 1.1 Teachers are appointed to the service of Dundee City Council and are subject to transfer at the discretion of the Council from one school to another school within the Council as exigencies of the service may require and is deemed to be reasonable.
- 1.2 The need to transfer teachers from a school will normally arise, because of falling school rolls, merger or closure of schools, curricular change or promotion into school.
- 1.3 Where there is a need to transfer a teacher from a school the possibility of obtaining agreement on a voluntary transfer will be explored before moving to implement a compulsory transfer.
- 2.0 Compulsory Transfer Arrangements
- 2.1 A teacher will be selected for compulsory transfer on the basis of "last in, first out" with reference to total continuous service, whether full or part-time, with Dundee City Council and its predecessor authorities Tayside Regional Council and Dundee Corporation.
- 2.2 The application of "last in, first out" shall be in the context of the whole school or subject department or specialist service as appropriate in the circumstances.
- 2.3 Maternity Leave shall count in full as teaching service provided the teacher returns to service by the end of the period when the statutory right of return applies.
- 2.4 Where a teacher has a break in service for the purposes of family care (eg. caring for young children or for other dependants) then for the purposes of this policy any such break, up to a maximum of 8 years in duration, will not be considered as having broken continuous service. In such circumstances the teacher's continuous service will be considered as the aggregate of continuous service prior to the break and continuous service subsequent to the break. Where the break is more than 8 years no previous service shall be allowed for this purpose.
- 2.5 Job-sharers have employment rights relating to their individual employment rather than to the post which they share. Consequently, for the purposes of the application of this policy the service of job-sharers will be calculated on an individual basis. The options to be considered in the circumstances where a job-sharer is selected for transfer are set out separately in the Education Department's Job-share Policy.

- 2.6 Written notice of the intended compulsory transfer will be given to the teacher at least four working weeks before the effective date of the transfer. Individuals will be given a choice of schools to which to transfer where such a choice exists.
- 2.7 Teachers who are compulsory transferred will be protected from further compulsory transfer for a period of two years. The "last in, first out" principle will be modified to the extent necessary to allow this principle to be applied.
- 2.8 Teachers who are compulsory transferred may claim the difference between the cost of one daily return journey from their home to their new place of work and the cost of one daily journey from home to their old place of work, by car or by public transport. The first £2.00 per week of additional expenditure incurred can not be reclaimed. The entitlement to claim excess travelling expenses lapses after four years or earlier if the teacher voluntarily changes jobs or moves house.