



STAFF REDUCTION – CERTIFICATED

Background

Reductions in the professional staff complement may be required from time to time to ensure effective and efficient deployment of the resources available to the Division.

Procedures

1. Should the Superintendent believe any of the following factors warrant a reduction in the number of staff positions, this administrative procedure may be applied, at the Division's sole discretion, to a particular school, to Division Office, or to the Division as a whole:
 - 1.1 Student enrollments (current or projected);
 - 1.2 Financial support for education;
 - 1.3 New and/or revised curricula;
 - 1.4 Changes in the functions of existing physical facilities; and
 - 1.5 Other factors considered relevant by the Superintendent.
2. Should the Superintendent deem a reduction in the number of professional staff employees to be warranted, they will endeavour first to effect such reduction through voluntary attrition, including:
 - 2.1 Non-renewal of probationary and temporary contracts;
 - 2.2 Voluntary resignation;
 - 2.3 Retirement;
 - 2.4 Voluntary unpaid leave of absence;
 - 2.5 Voluntary changes in employment status (i.e. full time to part time).
3. If voluntary attrition does not result in sufficient reduction, the Superintendent will endeavour to effect reduction through the transfer of staff to other appropriate assignments.
4. If reduction cannot be fully achieved through voluntary attrition and transfer to other assignments, the Superintendent will endeavour to effect reduction through the termination of contracts of employment.
5. The teacher(s) or administrator(s) to be released shall be given a minimum of thirty (30) days notice of termination by the Division, in accordance with the Education Act.



6. Upon application of the criteria listed in Procedure 1 and the recommendation of termination of a contract of employment, the Superintendent shall inform the teacher, in writing, of the recommendation to terminate the contract of employment and the reasons for the termination.

Reference: Section 33, 52, 53, 68, 196, 197, 204, 212, 213, 215, 217, 218, 219, 222, 225, 232 Education Act
Employment Standards Code
Labour Relations Code
Collective Agreements