

STAFF REDUCTION – CERTIFICATED

Background

The Division recognizes its mandate to provide quality education services to students enrolled in various schools and programs operated by the Division within a fiscally responsible framework. The Division recognizes that a variety of factors may necessitate the reduction of certificated staff in a particular school, in a geographic region, or in the Division as a whole.

Procedures

The Superintendent will implement this administrative procedure, and may further delegate any responsibility or power hereunder.

1. Reductions in the number of professional staff, at an individual school or Division-wide, may be necessary when the ability to provide educational services has been, or will be, affected by:
 - 1.1 Student enrolments (current or projected);
 - 1.2 Population patterns;
 - 1.3 Financial support for education;
 - 1.4 Funding from all sources;
 - 1.5 Student educational needs;
 - 1.6 Curricular content or practices;
 - 1.7 Programs offered by the Division;
 - 1.8 Changes in the functions of existing physical facilities; and
 - 1.9 Other factors considered relevant by the Division.
2. The principal, in consultation with the Superintendent, will determine if a school will require a staff reduction.
3. The principal of a school that will require a staff reduction will meet with all teachers to inform them that a reduction in certificated staff will occur and to communicate the criteria that will be used in making a decision regarding who will be affected.
4. When a reduction in the number of certificated staff is warranted, the Division will endeavor to effect such reduction through voluntary attrition.
5. Voluntary attrition shall include any of the following actions on the part of the teacher:
 - 5.1 Resignation;
 - 5.2 Retirement;
 - 5.3 Taking a leave of absence;

- 5.4 Voluntary change in employment status (i.e. full-time to part-time); and
5.5 Voluntary transfer
6. If normal voluntary attrition is not sufficient to accommodate the required staff reductions, at the individual school or Division-wide, the teacher(s) or administrator(s) affected by the staff reduction will be determined by criteria outlined in 7 and 8.
7. Reduction of Teaching Staff in Individual Schools
- 7.1 When a reduction in teaching positions in a particular school is required, the reduction may be made by transfers, in accordance with provisions of the School Act;
- 7.2 To determine those teachers who may be affected by such transfers the following will be considered in the following order of priority:
- 7.2.1.1 The goals and needs of the Division;
 - 7.2.1.2 The expertise and experience of the individuals in relation to the program needs of the division;
 - 7.2.1.3 The program needs of the school; and
 - 7.2.1.4 The seniority of individuals in the division
8. Reduction of Teaching Staff in the Division
- 8.1 When necessary, the Division will reduce teaching staff in accordance with the provisions of the School Act.
- 8.2 To determine those teachers who are affected by the required staff reduction the following will be considered in the following order of priority:
- 8.2.1 The goals and needs of the Division;
 - 8.2.2 The expertise and experience of individuals in relation to the program needs of the Division; and
 - 8.2.3 The seniority of individuals in the Division.
9. When the Superintendent is reasonably certain that a reduction in the number of teachers employed by the Division overall, as per clause 8, will be necessary, and that this reduction will not be accommodated by voluntary attrition and will necessitate the termination of existing continuous contracts, then the instructional and administrative staff of the Division shall be informed by letter.
10. The Superintendent is responsible for applying relevant reduction criteria (procedure 8 and 9) and for determining which continuous contracts are to be terminated.
11. The Superintendent shall inform appropriate teacher(s) in writing of the termination of the contract of employment, citing the criteria applied in reaching the decision. The teacher(s) or administrator(s) to be released shall be given a minimum of thirty (30) days' notice of termination, in accordance with the School Act.

Reference: Section 60, 61, 104, 105, 107, 113, 242 School Act
Employment Standards Code
Policy 14 – Hearings on Teacher Matters