

## Administrative Procedure 426 - Staff Reductions

### 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 staff in a particular school, in a geographic region, or in the Division as a whole.

Factors that may give rise to a need for staff reduction include, either singly, or in combination, changes, either current or projected, in any of the following:

- Student enrollment both current and projected;
- Local and provincial financial support for education;
- Student educational needs;
- Curricular content or practices;
- Programs offered by the Division;
- Function of existing physical facilities;
- Other factors which the Superintendent, or Supervisor, consider relevant.

#### 1. Teaching Staff

- 1.1. The Superintendent shall be responsible for authorizing a reduction in teaching staff.
- 1.2. The Principal who anticipates a surplus of teaching staff shall notify the Superintendent in writing.
- 1.3. In determining the need for and the number of teachers considered to be surplus to the needs of the school, the Principal, in consultation with the Superintendent and Secretary Treasurer, shall consider the following:
  - 1.3.1. Budgetary framework and
  - 1.3.2. Programming needs and educational requirements of students.
- 1.4. Temporary, probationary and interim contract teachers shall be considered for reduction prior to continuing contract teachers to the extent it is reasonably possible to maintain program requirements.
- 1.5. When it is determined that a reduction in the number of teaching staff is warranted, the Principal, in consultation with the Assistant Superintendent of Human Services, will endeavour, first, to effect such reduction through voluntary attrition by virtue of:
  - 1.5.1. Voluntary resignation;
  - 1.5.2. Voluntary retirement;
  - 1.5.3. Voluntary leave of absence;
  - 1.5.4. Voluntary changes in employment status (i.e. full-time to part-time); and
  - 1.5.5. Voluntary transfer of teaching staff between schools.

- 1.6. If the reduction cannot be fully achieved through voluntary attrition, the Principal, in consultation with the Superintendent, shall identify the surplus teaching staff by the following in order:
    - 1.6.1. Maintaining the greatest level of delivery of programs of all kinds to meet student needs is the primary consideration; and
    - 1.6.2. When program requirements and educational needs of the students are deemed equal,
      - 1.6.2.1. skills, experience, and qualifications shall be the next considerations;
      - 1.6.2.2. where the skills, experience, and qualifications are equal, seniority shall be the deciding factor.
  - 1.7. The Principal shall notify the Superintendent of the identity of person(s) identified as being surplus to the needs of the school.
  - 1.8. If the Superintendent is of the opinion that the Principal's conclusion that teaching staff reduction is warranted and that the number of and identity of persons declared surplus to the needs of the school are likewise warranted, the Superintendent shall explore with those individuals other possibilities for assignment, including transfer. If no other options exist for the teachers identified the Superintendent may initiate the termination of the teacher's contract in accordance with the provisions of the Education Act.
2. Support Staff with Continuous Assignments
- 2.1. The Assistant Superintendent of Human Services shall be responsible for authorizing a reduction in support staff positions.
  - 2.2. When a Supervisor, in consultation with the Assistant Superintendent of Human Services, deems a reduction in the number of support staff employees to be warranted, they will endeavour, first, to effect such reduction through voluntary attrition by virtue of:
    - 2.2.1. Voluntary resignation;
    - 2.2.2. Voluntary retirement;
    - 2.2.3. Voluntary leave of absence; or
    - 2.2.4. Voluntary changes in employment status (i.e. full-time to part-time), and
    - 2.2.5. Voluntary transfer between schools.
  - 2.3. If the reduction cannot be fully achieved through voluntary attrition, the Supervisor, in consultation with the Assistant Superintendent of Human Services, shall reduce staff by the termination of employment. The following criteria shall be utilized in the determination of which contracts of employment may be terminated:
    - 2.3.1. Maintaining the greatest level of delivery of programs of all kinds to meet student needs is the primary consideration;
    - 2.3.2. When program requirements and educational needs of the students are deemed equal,
      - 2.3.2.1.1. skills, experience, and qualifications shall be the next considerations;
      - 2.3.2.1.2. where the skills, experience, and qualifications are equal, seniority shall be the deciding factor.

- 2.4. Upon application of these criteria and determining the need to terminate the employment of a support staff member, the employee's Supervisor shall inform the staff member, in writing, of the decision to terminate the contract of employment.

### 3. Unionized Support Staff

- 3.1. The Assistant Superintendent of Human Services shall be responsible for authorizing a reduction in support staff positions.
- 3.2. When a Supervisor deems a reduction in the number of support staff employees to be warranted, they will endeavour, first, to effect such reduction through voluntary attrition by virtue of:
  - 3.2.1. Voluntary resignation;
  - 3.2.2. Voluntary retirement;
  - 3.2.3. Voluntary leave of absence; or
  - 3.2.4. Voluntary changes in employment status (i.e. full-time to part-time).
- 3.3. If the reduction cannot be fully achieved through voluntary attrition, the Supervisor, in consultation with the Assistant Superintendent of Human Services, shall reduce staff by the termination of employment. The following criteria shall be utilized in the determination of which contracts of employment may be terminated.
  - 3.3.1. Within a classification, no regular employee shall be terminated before a temporary or casual staff member; and
  - 3.3.2. Employees shall be terminated by classification in reverse order of their seniority provided the remaining employees, in the opinion of Clearview, have the qualifications and ability to perform the work available.
- 3.4. Upon application of these criteria and determining the need to terminate the employment of a support staff member, the employee's Supervisor shall inform the staff member, in writing, of the decision to terminate the contract of employment.

### 4. Bus Driver Reductions

- 4.1. Where a school bus route can be eliminated in the Board's financial favour by reasonably assimilating those students into other school bus routes then, irrespective of the driver's length of service or seniority, their contract of employment will be terminated as determined by the Assistant Superintendent of Human Services in consultation with the Director of Transportation Services.
- 4.2. Where school bus routes in a school's catchment area undergo major reorganization then the revised routes will be opened up, initially, for competition amongst the regular drivers in the area affected. Criteria for staffing will be in accordance with [Administrative Procedure 400 - Staff Hiring](#).

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 Agreement

Effective: 1997-11-13

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