Administrative Procedure 425

REDUCTION IN TEACHING STAFF

Belief

The Division may reduce teachers based on student and system needs and the financial ability of the Division to provide for these needs.

Procedures

1. These procedures shall apply to all teaching positions (including administrative designations) in the Division and shall guide the administration in reduction of staff that may be required from time to time.

2. Any one of the following may affect the Division’s ability to maintain existing levels of service:
   2.1 Student enrollments - current and projected
   2.2 Financial support - provincial, federal, or local
   2.3 Program changes
   2.4 Changes in function of facilities

3. In the event that any of these factors are, in the Division’s sole opinion, of sufficient significance to warrant reduction in the number of positions, such reductions shall be effected by implementation of relevant provisions in this procedure. The reductions that are to be effected may be effected either through application of this procedure to a particular school or to the system as a whole, at the discretion of the Superintendent or designate.

3. If the Division finds it necessary to reduce staff, every effort will be made to effect reduction by:
   3.1 Voluntary resignations
   3.2 Voluntary retirements
   3.3 Voluntary leave of absence
   3.4 Voluntary change in employment status (full time to part time)
   3.5 Transfer and reassignment of teachers.

4. If the above measures do not result in sufficient staff reductions, termination of contracts of employment will be used to effect reduction. The following criteria will apply:
   4.1 Personnel on temporary contracts will not have contracts renewed provided that other staff is able to maintain program requirements.
4.2 Appropriateness of academic and experience qualifications of the employee to the needs and programs of the Division as determined by the Superintendent or designate.

4.3 Relative competency of the teacher determined on the basis of written evaluations together with any other information deemed appropriate, with appropriateness as to other information and the matter of relative competency to be determined by the Superintendent or designate.

4.4 Seniority - wherever qualifications, competency, and experience of individuals are equal, years of service with the Division shall determine staff reduction.

5. Any teacher whose position is redundant shall, if an application is received and the teacher has the necessary qualifications and experience, be given consideration in filling future vacancies created by resignations, maternity leaves, etc. The Superintendent or designate is not required to assign a teacher whose contract of employment may be terminated or has been terminated to any vacant position.

6. When a reduction in teaching staff is required, the Associate Superintendent Personnel shall submit recommendations to the Superintendent.

7. The Associate Superintendent Personnel will consult with principals who will be required to provide their recommendations in respect of school-based personnel.

8. Based on the recommendations of principals and the Associate Superintendent Personnel, the Superintendent shall ensure that staff reductions will be effected in accordance with this administrative procedure.

Reference: Section 60, 61, 104, 105, 107, School Act Employment Standards Code