



402.13AP Professional Staff Reduction

APPROVED: 2020.02.19 (1996.03.20)

AMENDED: 2020.02.10 (2012.11.28)

REVIEWED: 2020.02.10 (2005.11.07)

LEGAL REFERENCE

- Education Act Sections 52, 53, 54, 213, 215, 217

PROCEDURES:

1. Staff reduction may be required as a result of changes in:
 - 1.1 student enrolments, both current and projected;
 - 1.2 government and/or local financial support for education;
 - 1.3 program needs;
 - 1.4 new and/or revised curricula; and/or
 - 1.5 changes in the function of existing physical facilities.
2. Should a reduction in the number of professional staff to be warranted, it will endeavor, first, to effect such reduction through voluntary attrition by virtue of:
 - 2.1 voluntary resignation;
 - 2.2 voluntary retirement;
 - 2.3 voluntary leave of absence; and/or
 - 2.4 voluntary changes in employment status (i.e. full time to part time).
3. If voluntary attrition does not result in sufficient reduction, senior administration will endeavor to effect reduction through transfer of staff to other assignments. Identification of staff will occur through 402.7AP Transfer of Professional Staff.
4. If reduction cannot be fully achieved through voluntary attrition and transfer to other assignments, senior admin will endeavor to effect reduction through termination of contracts of employment.
5. The following criteria may be utilized in the determination of which contracts of employment may be terminated. However, these criteria may not necessarily be considered in the order presented nor in isolation from each other:

- 5.1 Appropriateness of Academic and Experience Qualifications and the Application of such Qualifications to the Needs and Programs of the Division - every effort will be made to ensure that appropriately qualified staff are retained to teach programs approved by the Board;
 - 5.2 Relative Competency - relative competency will be determined on the basis of written performance appraisals by the Division's administrative and supervisory staff; and/or
 - 5.3 Seniority - where personnel qualifications, program needs, and relative competence are deemed equal, then seniority (i.e. years of service) with the Division may be the determining criterion.
6. These criteria may be applied on a school by school basis at the discretion of the Superintendent and/or designate.
 7. The Board delegates to its administrators, responsibility for applying these criteria, and for recommending to the Board those contracts of employment which should be terminated.
 8. Upon application of these criteria, and the recommendation of termination of a contract of employment, the Superintendent, or his designate, shall inform the teacher, in writing, of:
 - 8.1 the recommendation to terminate the contract of employment;
 - 8.2 the date, time, and location of the Board meeting at which the Board will consider the recommendation;
 - 8.3 his/her right to attend the meeting and make representation to the Board; and
 - 8.4 his/her right to seek legal counsel
 9. This procedure does not require the Board to assign a teacher whose contract of employment may be terminated to any vacant position.