

## STAFF REDUCTION – CERTIFICATED

### Background

The Division may reduce the number of professional staff if it believes that such reductions are necessary to ensure effective and efficient functioning of the Division.

### Guidelines

1. Reductions in the number of professional staff may be necessary when the Division's ability to provide educational services has been or will be affected by:
  - 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.
  - 1.5 Other factors considered relevant by the Division.
2. If normal attrition is not sufficient to accommodate the required staff reductions, the teacher(s) or administrator(s) to be released from employment will be determined by any or all of the following criteria:
  - 2.1 The staffing requirements of all schools in the Division in relation to educational priorities and program needs.
  - 2.2 The relative assessed competence of teachers and administrators by their supervisors.
  - 2.3 The professional preparation of teachers and administrators in relation to Division and student needs.
  - 2.4 The length of service in the Division.
3. Consideration shall be given to re-assigning staff to other positions for which they are qualified.
4. The teacher(s) or administrator(s) to be released shall be given a minimum of thirty (30) days notice of termination by the Board in accordance with the School Act.

### Procedures

1. When the Superintendent is reasonably certain that a reduction in the number of teachers employed by the Division will be necessary and that this reduction will not be accommodated by attrition, the instructional and administrative staff of the Division shall be informed individually by letter.

2. The Superintendent is responsible for applying relevant reduction criteria and for recommending to the Board which contracts should be terminated.
3. The Superintendent will review the recommendations with the Principal(s):
  - 3.1 The basis for professional staff reduction.
  - 3.2 The criteria and process used by Division office administration in compiling a list of those contracts of employment that should be terminated.
4. After consultation with the Principals, the Superintendent shall inform appropriate teacher(s) and/or administrator(s) in writing of:
  - 4.1 The recommendation to terminate the contract of employment giving reasons for the recommended dismissal.
  - 4.2 The date, time and location of the Board meeting at which the Board will consider the recommendation.
  - 4.3 His/Her right to attend the meeting and make representation to the Board.
  - 4.4 His/Her right to seek legal counsel.

Reference: Section 215, *Education Act*