

STAFF REDUCTION – SUPPORT

Background

Reductions in the support staff complement may be required from time to time to ensure effective and efficient deployment of the resources available to the Division.

The Division may reduce the number of its support 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 support 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 programs, policies, legislation.
 - 1.4 Changes in the functions of existing physical facilities.
 - 1.5 Other factors considered relevant by the Superintendent.
2. If normal attrition is not sufficient to accommodate the required support staff reductions, the individuals to be released from employment will be determined by any or all of the following criteria:
 - 2.1 The staffing requirements throughout the Division.
 - 2.2 The relative assessed competence of support staff by their supervisors.
 - 2.3 Seniority with the Division.
3. Consideration shall be given to re-assigning support staff to other positions for which they are qualified.
4. Support staff members to be released under this administrative procedure may be declared surplus. Surplus staff who are not re-assigned by the first working day of the new school year may remain on the surplus list but shall not be placed on payroll until a position has been found.
5. Support staff members to be released under this administrative procedure shall be given a minimum of 14 days notice as per the collective agreement.
6. If a support staff position is to be reduced to part-time, the employee affected may choose to be declared surplus or accept the part-time position.

7. Job sharing or alternative forms of employment may be considered as an appropriate response to staff reduction.

Procedures

1. When the Superintendent is reasonably certain that a reduction in the number of support staff will be necessary and that this reduction will not be accommodated by attrition, support staff and their supervisors will be informed individually by letter.
2. The Superintendent is responsible for applying relevant reduction criteria and determining which contracts should be terminated and who should be declared surplus.
3. The Superintendent shall review recommendations on a confidential basis with supervisors and support staff representatives identifying:
 - 3.1 The basis for the support staff reduction.
 - 3.2 The criteria and process used in determining which contracts are to be terminated and who is to be declared surplus.
4. After the aforementioned consultation, the Superintendent shall inform appropriate support staff members and/or supervisors in writing of:
 - 4.1 The recommendation to terminate the contract and the reasons.
 - 4.2 The date, time and location of the Board meeting at which the Board will consider the recommendation.
 - 4.3 The support staff member's right to attend the meeting, make representation to the Board and seek legal counsel.