

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 449</b>
	<b>Reduction in Professional Support Staff</b>
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: August 2016, September 2019
LEGAL REFERENCE:	Section 52, 53, 68, 196, 197, 204, 212, 213, 215, 217, 218, 219, 222, 225 Education Act Employment Standards Code Labour Relations Act Collective Agreement

## Background

The Division has a responsibility to maintain high quality programs and schools to meet the educational needs of its students. However, in certain circumstances such as decrease in student enrolments, changes in curriculum, changes in the function of existing physical facilities, budgetary conditions, or other just cause as determined by the Board, a reduction in the Professional Support Staff may be required. This Administrative Procedure is adopted to provide a fair, just, and orderly process, should such a reduction be deemed warranted.

## Procedures

1. Should a reduction in the number of Professional Support Staff employees be warranted, the Division will endeavour, first, to affect such reduction through voluntary attrition by virtue of:
  - 1.1 Voluntary resignation;
  - 1.2 Voluntary retirement;
  - 1.3 Voluntary leave of absence; or
  - 1.4 Voluntary changes in employment status (i.e. full time to part time).
2. If voluntary attrition does not result in sufficient reduction, the Division will endeavour to effect reduction through transfer of staff to other assignments provided the staff member has the required qualifications.
3. If reduction cannot be fully achieved through voluntary attrition and transfer to other assignments, the Division will endeavour to effect reduction through termination of contracts of employment.

The following criteria may be utilized in the determination of which contracts of employment may be terminated.

- 3.1 Appropriateness of academic and experience qualifications and the application of such qualifications to the needs and programs of the Division.
  - 3.2 Relative competency determined on the basis of performance appraisals by the Division's administrative and supervisory staff.
  - 3.3 Years of service with the Division.
4. Recommendations to terminate contracts of employment are to be formulated at least sixty (60) calendar days prior to the conclusion of a semester or school term.

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5. Notwithstanding the above-noted, it is recognized that emergent situations may arise which preclude strict adherence to the sixty (60) day time period. In such instances the Superintendent will consider such recommendations, provided that they comply with the provisions of statute.
6. In the event that a position is created or becomes available, the Division shall arrange for the posting of the position in each of the Division schools and mail the notice of the opening to every person who was, within six (6) months of the posting, a member of the Professional Support Staff.
7. This Administrative Procedure does not require the Board to assign a Professional Support Staff, whose one hundred and thirty (130) day probationary period has not yet been completed, to any vacant position.