

307 Personnel & Employee Relations AP – Reduction of Certified Staff

Foreword

The application of this procedure is for the reduction of certified staff in the event that a school(s) has excess teachers. This policy is not applied in the event that a teacher's competence is in question and is placed on the summative evaluation process (302) by the Superintendent of Schools.

- a) The Superintendent may be required to reduce teaching staff in response to perceived internal and external forces impacting its ability to provide an effective and efficient education for students.
- b) The changes in internal or external factors are difficult to foresee in all instances but may include the following:
 - a) changes in enrolments, both current and projected,
 - b) changes in financial resources, both current and projected;
 - c) changes in program needs, both current and projected,
 - d) changes in curricula, both current and projected,
 - e) student educational needs, both current and projected,
 - f) changes in the function of facilities, both current and projected and
 - g) such other factors that may be considered relevant to carrying out the mandate described above.
- c) The responsibility for staff reductions belongs to the Superintendent of Schools.
- d) Reduction of certified staff may be implemented and applied by the Superintendent on a school by school or system-wide basis, as the Superintendent deems appropriate in any particular circumstance.
- e) Should the Superintendent be of the opinion that any of the factors mentioned in this policy or any combination of those factors warrants a reduction in the number of teaching positions, the Superintendent shall take the steps hereinafter set out.
- f) In applying this policy, the Superintendent may determine that a teacher is considered to have a "specialized" teaching assignment and may be exempt from the application of this policy. The needs of each school with regard to "specialized" teaching assignments will be carefully considered.
- g) The Superintendent will endeavour to effect reduction through:
 - 1. voluntary resignations,
 - 2. retirement,
 - 3. voluntary leaves of absence,
 - 4. changes in employment status (i.e. full-time to part-time, etc.) and
 - 5. voluntary transfer/reassignment.

307 Personnel & Employee Relations AP – Reduction of Certified Staff

- h) In the event that the necessary reduction cannot be affected through the means described in section 'g', the Superintendent will recommend termination of contracts of employment as necessary. Factors such as contract status and experience and education alignment will be considered.
- i) The Superintendent shall inform the teacher in writing of:
 - a) The reasons for the application of the procedure and how the teacher was selected as a candidate for possible termination of contract.
 - b) The right to request a meeting with the superintendent.
- j) It is desirable that terminations pursuant to this administrative procedure be affected at least sixty (60) calendar days prior to the conclusion of a semester or school term. However, situations may arise which make adherence to such a timeline impossible or impractical, and in such event the Superintendent will consider recommendations for termination provided that the termination is carried out in accordance with the provisions of the *Education Act*.

Revised: December 6, 2023

Revised: October 2025