

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 453
SECTION:	RELATIONS		
PROCEDURE:	REDUCTION IN SUPPORT STAFF (NON-UNION)		

BACKGROUND

Due to changing enrolment patterns, financial restrictions, and the restructuring of educational practices, it may be necessary to reduce the number of support staff in a given location. At all times, the primary consideration of the Division shall be the efficient administration of its educational mandate.

If it is necessary to reduce the number of support staff, the Division will first endeavor to make such reduction through attrition and transfer to new assignments.

PROCEDURES

1. If reduction in work force cannot be fully accommodated through attrition and transfer, the selection of personnel to be terminated will be limited to the school or Division and to the personnel from the same classification where the reduction is necessary. The following criteria, not ranked in order of preference, will be used in declaring individual staff members surplus to the needs of the school or Division:
 - 1.1 Appropriateness of qualifications to the needs of students, programs, school or Division;
 - 1.2 Relative performance; and
 - 1.3 Seniority with the Division or Local Agreement area.
2. The employee who has been declared surplus to the needs of a school or the Division shall be informed by the Director, in writing, of termination of employment.

Reference: Sections 85, 87, 108, 109 Education Act

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