

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 433
SECTION:	RELATIONS		
PROCEDURE:	REDUCTION IN TEACHING STAFF		

BACKGROUND

The Division may periodically face excess or redundant staff situations due to budget shortfalls, declines in enrolment, reduced demands for instruction in specialized areas or other unforeseen circumstances. In these instances, every effort will be made to reassign the staff to other vacancies in the Division. As such, attrition is favored as the best way to reduce staff when necessary.

The Division will take into consideration known resignations, retirements and approved leaves of absence, as well as the effect of approved redeployment programs, before implementing procedures for termination. In addition, the employment contracts of temporary teachers will terminate on their expiry dates.

However, if no appropriate placements are available in the Division, procedures for terminating contracts of employment will be implemented in accordance with the following procedures.

PROCEDURES

1. The Director will determine the number of full-time equivalent teaching positions for the Division taking into account current and projected enrolments, financial resources, program offerings and any special needs and circumstances.
2. Where there is a reduction in the number of positions from the current number and that reduction is not effected through attrition either because an insufficient number of teachers have left the employ of the Division or because some of those teachers which did leave the employ of the Division occupied specific necessary assignments which cannot be satisfactorily filled by other teachers currently employed, the following criteria shall be applied in the following order to determine which teachers will be retained:
 - 2.1 Possession of the most appropriate training, experience, skills (and/or personal qualities) to effectively deliver the instructional program in each school and in the Division. Core program requirements will take precedence over locally developed or elective program requirements.
 - 2.2 Where the above criteria do not determine all the staff members to be retained in the Division, seniority will be the deciding factor. For the purposes of these guidelines seniority will be determined on the following basis:

- 2.2.1 Teachers who have served the greatest number of full-time equivalent years in their most recent actual uninterrupted service with the Division as defined by the Provincial Collective Bargaining Agreement.
 - 2.2.2 Teachers who have served the greatest number of full-time equivalent years in total with the Division.
 - 2.2.3 Teachers who have served the greatest number of full-time equivalent years in total.
 - 2.3 Where the above criteria do not completely determine which teachers are to be retained in the Division, an additional criterion to be used includes commitment to Catholic Education and values, extra-curricular expertise and commitment to professional growth.
- 3. The Director has the responsibility for applying the above criteria and for recommending to the Board those teachers whose contracts are to be terminated. It shall also be the responsibility of the Director to inform any teacher whose contract is being proposed for termination of the basis of that recommendation.
 - 4. Notwithstanding any of the foregoing, if, in the opinion of the Director, there is no teacher currently under contract who is available to satisfactorily meet the needs of a particular vacant assignment in terms of training, experience and/or skills, it will be necessary to hire a new teacher to fill that vacancy.
 - 5. Notwithstanding any of the foregoing, administrative positions will not be included under this administrative procedure.

Reference: Sections 85, 87, 108, 109, 175, 210, 213, 215, 216 Education Act

Date Issued: November 21, 2007