

Administrative Procedure 409

STAFF REDUCTION

Background

The Division will make every reasonable effort to maintain its teaching and non-teaching personnel so that students will not be adversely affected. After all possible considerations have been explored, however, conditions may occur in the operation of the school system which demand a reduction in staff. In making the necessary decisions to resolve the problem, the Division, through its administrative staff, will act in a reasonable manner and in good faith.

Procedures

1. Upon receipt of the school staff allocation in the annual school budget the Principal shall consider the staffing needs of the school and shall notify the Superintendent if the school has surplus staff. The Principal in consultation with the Superintendent shall identify the surplus employee(s). The employees shall be notified in writing by the Superintendent of their surplus status.
2. An individual who has been declared surplus at the school level can assume a vacant position or a position that will become available through the non renewal of a probationary contract.
3. The Superintendent will reassign surplus staff with the decision based on instructional needs and seniority.

Reference: Section 60, 61, 104, 105, 107, School Act
Employment Standards Code