

Administrative Procedure 413

SUPPORT STAFF REDUCTION

Background

A reduction in the number of support staff employed in the division may be necessary from time to time in response to the circumstances and resources of the division.

Procedures

1. Reductions in the number of support staff employed in the division may be necessary as a result of changes in:
 - 1.1 Student enrolments – both current and projected.
 - 1.2 Government and/or local financial support for education.
 - 1.3 Student educational needs.
 - 1.4 New and/or revised curricula.
 - 1.5 Changes in the function of existing physical facilities.
 - 1.6 Other factors identified by the administration.
2. Should a reduction in the number of support staff employed by the division become necessary, efforts will be made to effect such a reduction through voluntary means and transfers to other positions.
3. If the reduction cannot be achieved through voluntary means and transfers, the termination of contracts of employment will become necessary.
4. The following criteria will be utilized in the determination of which contracts of employment will be terminated:
 - 4.1 Appropriateness of academic and experience qualifications and the application of such qualifications to the needs and programs of the division. Every effort will be made to ensure that appropriately qualified staff is retained to assist with the delivery of programs approved by the Board.
 - 4.2 Relative competency will be determined on the basis of written performance appraisals by the division's administrative and supervisory staff.
 - 4.3 Ability to cope with the philosophical requirements and demands of working in a Catholic school system.

- 4.4 Where personnel qualifications, program needs and relative competence are deemed equal, then years of service with the division will be the determining criterion.
5. The Deputy Superintendent shall apply the criteria outlined in 4 above and determine which contracts of employment should be terminated and recommend these to the Superintendent.
6. The Deputy Superintendent will advise those staff members, whose contracts of employment have been recommended to the Superintendent for termination, in writing of the recommendation and shall inform them of the right to request a hearing with the Superintendent at the time the recommendation is going to be considered.
7. The staff member shall be informed by the Superintendent of the staff member's right to appeal to the Board in accordance with Board Policy 14 – Appeals.
8. Recommendations for the termination of contracts of employment should be made if possible 60 days prior to the conclusion of a semester or school term. However, it is to be understood that there may be emergent circumstances that may make this impossible.
9. The Board is not required to assign support staff whose contract of employment may be terminated to any vacant position.