



TEACHING STAFF REDUCTION

The *Education Act* requires that the school division deliver appropriate educational programming that meets the needs of all students while ensuring responsible stewardship of division resources. The detailed requirements for balanced budgets are established through legislation such as the *Fiscal Planning and Transparency Act* and the financial regulations set by Alberta Education. From time to time, reductions in staffing may be necessary based on the resources available to the school division and the needs of its educational programs and services.

Reduction in the number of teaching staff members will be undertaken in accordance with the following:

1. A reduction in the number of teachers employed in the division may be considered by the Board when the division's ability to provide educational services has been, or will be, affected by any or more of the factors listed below:
 - 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; and
 - 1.6 Other factors that may be considered relevant by the Board.
2. The Superintendent may apply this policy as deemed appropriate on a school-by- school or jurisdiction-wide basis, or in a geographic region of the school division.
3. Should a reduction in the number of teaching staff members become necessary, the Superintendent shall make every effort to affect the reduction through, first, voluntary attrition, resignation, retirement, voluntary transfer, or changes in employment status (i.e., reduction in FTE), and second, transfer of staff to other assignments.
4. If voluntary or normal attrition and transfer does not result in the required number of staff reductions, the Superintendent will terminate contracts of employment in accordance with the following criteria, listed in priority:
 - 4.1 Teachers on temporary contracts of employment will be the first to be released.
 - 4.2 Teachers on probationary or interim contracts may be released through the expiration of the terms of their current contracts.
 - 4.3 The appropriateness of the academic and experience qualifications and the application of such qualifications to the needs and programs of the division.
 - 4.4 The relative assessed competence of the staff member based upon the written performance appraisals by the division's administrative and supervisory staff.

- 4.5 The philosophical requirements and demands for teaching in a Catholic school system.
 - 4.6 The staffing requirements of the division.
 - 4.7 Where personal qualification and experience, program needs, relative competence and commitment to Catholic education are deemed equal, then years of service with the division will be the determining criterion. Years of service will be calculated from the first day of employment on a continuous contract and will include maternity and sick leaves only.
5. Notwithstanding the above, teachers on temporary, probationary, or interim contracts may be retained and continuous contract teachers released if the teacher holds a specialized teaching assignment. For example, in the areas of second language, special programming, counseling, specialized career and technology studies, fine arts, and essential core subjects at specific grade levels, it may be necessary to retain teachers on temporary, interim and probationary contracts in order to maintain these programs.
 6. The Deputy Superintendent of Schools is responsible for applying the criteria noted in 4 above and for recommending to the Superintendent of Schools which contracts of employment should be terminated.
 7. When the Deputy Superintendent has determined which continuous contracts of employment will be recommended to the Superintendent for termination, the Deputy Superintendent shall inform each of the teachers, in writing, of:
 - 7.1 The recommendation to terminate the contract of employment and the reason for the recommendation.
 - 7.2 The date, time and location of a meeting at which the Superintendent will consider the recommendation.
 - 7.3 The right of the teacher to attend the meeting referenced in 7.2 and make representations to the Superintendent.
 - 7.4 The right to seek representation from the Alberta Teachers' Association and legal counsel.
 8. Recommendations to terminate teacher contracts of employment should be provided to the Superintendent at least sixty calendar days prior to the conclusion of a semester or a school term. However, it is recognized that if there are circumstances that make adhering to this time line impractical and unreasonable the Superintendent will consider these recommendations.
 9. The Superintendent's decision with respect to teaching staff reduction and any resulting termination of teachers' contracts of employment is a final decision and there will be no procedural right of appeal of such decisions by the Superintendent to the Board. The right of appeal of such decisions by the Superintendent will be to the Board of Reference as outlined in the *Education Act*.
 10. The Superintendent is not required to assign a teacher whose contract of employment has been terminated to any vacant position.

References **Sections 33, 196, 197, 204, 205, 206, 207, 209, 210, 211, 212, 214, 215, 217, 218, 219, 232 *Education Act***