

Administrative Procedure 417 CERTIFICATED STAFF REDUCTION

Revised January 2021

The Division recognizes its mandate (commitment) to provide quality Catholic education services to students enrolled in various schools and programs operated by the Division within a fiscally responsible framework.

The Board delegates to the Superintendent overall responsibility for implementing certificated staff reduction. The Superintendent may recommend that the reductions occur at a particular school, geographical area, or the entire school division.

Procedures

1. Should the Superintendent be of the opinion that any of the following factors warrant a reduction in the number of staff positions, this administrative procedure may be applied at the Divisions sole discretion to a particular school, Division Office or to the Division as a whole:
 - a. Student enrollments (current or projected);
 - b. Financial support for education from all sources;
 - c. Population patterns;
 - d. Geographic area;
 - e. New and/or revised curricula;
 - f. Changes in the functions of existing physical facilities; and
 - g. Other factors considered relevant by the Superintendent;
2. Should the Superintendent deem a reduction in the number of certificated staff employees be warranted, s/he will endeavor first to effect such reduction through voluntary attrition, including:
 - a. Voluntary resignation
 - b. Voluntary retirement
 - c. Voluntary changes in employment status (eg full time to part time).
 - d. Reduction in part-time teaching FTE.
3. If voluntary attrition does not result in sufficient reduction, the Superintendent will endeavor to effect reduction through the re-assignment of staff.
4. If reduction cannot be fully achieved through attrition and re-assignment, the Superintendent in consultation with the Principals shall recommend termination of contracts of employment. The following criteria may be applied to determine which contracts of employment will be terminated:
 - a. Teachers on temporary, probationary and interim contracts may be the first to be released followed by teachers with continuous contracts, including those on leaves of absence.
 - b. Seniority based on continuous years of service with East Central Alberta Catholic Separate Schools may be a consideration when the

Superintendent determines which contracts of employment are recommended for termination:

- i. The date when the continuing contract was signed will be used to calculate years of service with the District.
 - ii. Maternity leaves, sick leaves and educational leaves will be included as years of service with the District.
 - iii. Leaves for personal reasons (including Deferred Salary Leaves) of a duration of 20 work days or longer, will not be counted for years of service.
 - iv. Employees who are on part time contracts will be treated in the same manner as employees who are on full time contracts. Full time equivalent years of service will not be used to determine length of service.
- c. A teacher on a temporary, probationary or interim contract may be retained and a continuing contract teacher released if the teacher on the temporary or probationary contract possesses special training and/or experience that is required to meet the programming needs of students. Further, a teacher on a continuing contract, but with limited seniority, may be retained and a continuing contract teacher with greater seniority released if the continuing contract teacher with the lesser experience possesses special training and/or experience that is required to meet the programming needs of students.
 - d. To maintain program requirements and provide for the education needs of students, the Superintendent may exempt certificated teachers with “specialized teaching assignments” such as CTS expertise, second languages, music, special education and essential core subjects at all grade levels (i.e. a teacher on temporary, probationary, or interim contract who holds a “specialized teaching assignment” may be retained while a continuous contract teacher may be released because he/she does not hold a specialized teaching assignment).
 - e. In determining capability to fulfill the requirements of the job, the Superintendent shall consider the overall ability of the teacher to perform the functions of the position in accordance with the Alberta K-12 curriculum instructional guidelines required for the position. Teaching performance as determined on the basis of formal teacher evaluations from the previous years’ service with the division will also be taken into consideration.
5. Upon application of these criteria, the Superintendent shall make recommendations to the Board for termination of continuous contracts of employment, and inform the teacher in writing of:
 - 5.1 the recommendation for termination of the teacher's contract of employment; in accordance with the requirements of the *Education Act*;

- 5.2 the reasons for the termination;
 - 5.3 the date, time, and location of the Board meeting at which the Board will consider the recommendation;
 - 5.4 the teacher's right to attend the Board meeting, to be represented by a member of the ATA and/or legal counsel, and to make recommendations to the Board in person and/or through his/her representative.
 - 5.5 Contract terminations will be carried out in accordance with the requirements of the *Education Act*.
6. This policy does not require the Board to assign a teacher whose contract is terminated as a result of staff reduction to any subsequent vacancy in the Division.

Revised: March 2014
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Review: May 2011
Revised: August 2011

Reference: Section 196, 197, 53, 52, 204, 212, 213, 215, 217, 218, 219, 222, 68, 225, 232 Education Act
Employment Standards Code
Labour Relations Act
Collective Agreement
Elk Island Catholic Separate Regional Division No. 41 – AP 426
Evergreen Catholic Separate Regional Division No. 2 – AP 425
Red Deer Regional Catholic Schools – AP 409
Christ The Redeemer Catholic Schools – AP PER #12