

REDUCTION IN TEACHING STAFF WORK FORCE

Background

The Division recognizes its mandate to provide quality education services to students enrolled in various schools and programs operated by the Board within a fiscally responsible framework on both a system wide and school-by-school basis.

The Division acknowledges that various factors may require the reduction of professional staff within a specific school, geographic region, or across the entire school division. The Board has delegated to the Superintendent, or designate, the responsibility for implementing procedures that could result in a recommendation to the board that a teacher's contract of employment be terminated where circumstances warrant.

Procedures

1. The Superintendent, or designate, in consultation with the Principals shall do an annual staffing deployment assessment to determine staffing levels in each school in accordance with AP 504 – Teacher Staffing Allocations.
2. Principals shall, in the event staff reduction is considered necessary, identify to the Superintendent, or designate, both the number of and the identity of professional staff that the Principal recommends as surplus to the needs of the school.
3. The Superintendent, or designate, shall consider such factors as they may deem appropriate in determining whether or not the division's ability to provide educational services has been affected and, without limiting the generality of the matters to be considered by the Board, the Superintendent, or designate, may consider the following:
 - Student enrollments, both current and projected.
 - Financial support for education, both current and projected.
 - Student educational needs, both current and projected.
 - School closure
 - Changes in the function of existing physical facilities, both current and projected.
 - Reorganization within schools or Division Office
 - Other factors which the Superintendent, or designate, considers relevant
4. Should the Superintendent, or designate, deem a reduction in the number of teachers to be warranted, they shall endeavor first, to effect such reduction through voluntary attrition.

- 4.1 Voluntary resignation
 - 4.2 Retirement
 - 4.3 Voluntary Leave of Absence
 - 4.4 Voluntary changes in employment status (i.e. full time to part time)
 - 4.5 Voluntary transfer
5. If voluntary attrition does not result in the necessary reduction, the Superintendent, or designate, shall then endeavour to effect reduction through the transfer of staff to other appropriate assignments within the Division.
- 5.1 The primary factor for determining teacher transfers shall be the viability of educational programs available for students in the surplus schools and in the potential receiving schools. School administration shall be consulted in determining which transfers would result in the best possible educational programs.
 - 5.2 Student and program needs, and not employee seniority, shall be the primary criteria for enacting teacher transfers.
 - 5.3 All other factors being equal, seniority may be considered when making decisions about teacher transfers.
6. If reduction cannot be fully achieved through voluntary attrition and/or transfer to other assignments, the Division will endeavour to effect reduction through termination of contracts of employment.
7. The following criteria may be utilized to determine which contracts of employment will be terminated:
- 7.1 Seniority based on years of service with the Foothills School Division, will be the primary consideration when determining which contracts of employment are to be terminated. To determine years of seniority, the following principles will be used:
 - 7.1.1 The date when the continuous contract was signed will be used to determine years of service with the Division. Maternity leaves, sick leaves, and educational leaves will be included as years of service with the Division. Leaves for personal reasons, of a duration of 30 days or longer, will not be counted for years of service.
 - 7.1.2 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 years of service.
 - 7.2 Teachers on temporary, interim, and then probationary contracts shall be the first to be released.
 - 7.3 Notwithstanding the above, teachers on temporary or probationary contracts may be retained and continuous contract teachers released if the teacher possesses a specialty that is required. For example, in the areas of second languages, learning

support, counselling, specialized Career and Technology Studies programs and essential core subjects at the grade eleven and twelve levels, it may be necessary to retain teachers on temporary or probationary contracts in order to maintain these programs.

- 7.4 The needs of each school with regard to "specialized teaching assignments" that may include areas such as CTS specializations, second languages, music and learning support will be carefully considered, and a teacher placed in a "specialized teaching assignment" may be considered temporarily exempt from staff reduction.
- 8 Upon application of these criteria and the recommendation of termination of a continuous contract of employment, the Superintendent, or designate, shall inform the teacher, in writing of:
 - 8.1 The recommendation to terminate the contract of employment.
 - 8.2 The date, time and location of the meeting at which the Superintendent, or designate, shall consider the recommendation.
 - 8.3 The teacher's right to attend the meeting and make representation to the Superintendent.
 - 8.4 The teacher's right to seek legal counsel.
- 9 Contract terminations shall subsequently be carried out with due regard to the requirements of the *Education Act*

Reference: Relevant Legislation & Guidelines