



Approved: March 22, 1983
Amended: April 23, 2002
Amended: May 10, 2011

403.5 Reduction in District Staff

Policy

When a reduction in District staff is deemed necessary, it shall be done in accordance with the School Act, applicable provincial and federal statutes and within the provisions of collective agreements or employment contracts.

Regulations

1. Where this policy and regulations and the provisions of the collective agreement or employment contract differ, the terms of the collective agreement or employment contract shall take precedence.
2. The principal/supervisor of the school/site is responsible for declaring an employee surplus within the school or site.

Teachers:

3. Any provisions of this policy shall apply to those teachers on continuing contracts only. Teachers on short-term leave from a school shall have the same rights to placement as those presently assigned to a school.
4. Should a reduction in the number of District teaching staff be warranted, the District shall endeavour first to effect such reduction through voluntary attrition.
5. If voluntary attrition does not result in sufficient reduction, the District shall endeavour to effect necessary reduction in a specific school through the transfer of teaching staff. In each such case, the teacher being considered for transfer must be qualified and/or experienced to teach the program, grade level, or other assignment to which he/she is transferred. Transfer will be made pursuant to the School Act.
6. If reduction cannot be fully achieved through voluntary attrition and transfer to other assignments, the Board shall effect reduction through termination of contracts of employment.
7. The following criteria shall be utilized in determining which contracts of employment shall be terminated:
 - 7.1. Appropriateness of academic and experience qualification and the application of such qualifications to the needs and programs of the District;
and
 - 7.2. Employees' accumulated time under contract with the District.



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8. In the case of teaching staff reductions, the Board delegates to the Superintendent responsibility for applying these criteria and for recommending to the Board those contracts of employment to be terminated.
9. Upon the decision of the Board to terminate a contract of employment, the Superintendent shall inform the teacher, in writing, of the decision to terminate the contract of employment, the reason for doing so, and his/her right to an appeal to a Board of Reference under the provisions of the School Act.
10. Should the District decide to eliminate a designated position, the incumbent shall have his or her designation terminated, without having his/her contract of employment terminated. The employee shall then be considered for another position on the same basis as any other member of staff, in accordance with the appropriate collective agreement.
 - 10.1. An individual receiving an allowance for an administrative position may be placed in another administrative position having a lesser allowance.
 - 10.1.1. In the event that the District transfers an employee receiving an administrative allowance to a position for which the administrative allowance is a lesser amount than he or she is receiving, the employee will continue to receive the allowance in effect on the date of notice of transfer until such time as that amount equals the allowance in effect for the position to which he or she has been transferred, or for three (3) years, whichever period of time is less.
 - 10.1.2. If the employee does not receive a transfer to another designated position, the employee's total salary shall be "frozen" at the level received for the previous administrative position. This means the individual shall maintain the salary for the previous administrative position until:
 - 10.1.2.1. subsequent collective agreements provide a total sum equal to, or in excess of, the frozen salary, or
 - 10.1.2.2. the end of the term of the current administrative appointment, or
 - 10.1.2.3. the individual requests and receives an assignment in a new location, whichever comes first.



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Support Staff:

11. Any provisions of this policy shall apply to those employees on continuing contracts only. Employees on leave of absence from the school have the same rights to placement as those presently assigned to the school.
12. In the case of support staff reductions, the Board delegates to the Superintendent or designate the responsibility for applying the criteria outlined in the appropriate collective agreement.

Non-Union Staff:

13. In the case of non-union employee reductions, the Board delegates to the Superintendent or designate the responsibility for dealing with staff reductions in accordance with the individual contracts.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References

Alberta School Act:	104, 106, 107, 109, 110
Other Statutes:	Alberta Labour Relations Code, Employment Standards Code
District Policies:	303.1 Administrative Appointments, 401.1 Staff Hiring, 402.2 Employee Transfers, 401.3 Non-Union Employees, 404.3.1 Leaves of Absence
Other:	Employee Collective Agreements