

## PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

<b>POLICY ITEM: Staff Reduction - Teachers</b>	<b>CODE: GCPA</b>
<b>LEGAL STATUS: Board Motion #91.07 #53.15, #246.19</b>	<b>DATE APPROVED: 30 Sep 2019</b>

**Background:** The Prince Albert Catholic School Division is limited by economic considerations and student enrolment, therefore it is at times obliged to reduce staff at the division level. Whenever this situation occurs, in accordance with Section 210 (1) (b) of the Education Act 1995, the Board of Education intends to follow established guidelines respecting the principles of justice in determining which teachers will be retained on the teaching staff.

**POLICY:** **When staff reduction at the division level becomes necessary because of enrolment decline or program reduction, the Board will follow established guidelines to determine which teachers will be retained on the teaching staff.**

**Guidelines:** In the event that staff reduction becomes necessary:

1. Temporary teaching contracts will not be renewed.
2. The principle of attrition will be applied. Teachers who resign or superannuate will not be replaced.
3. If the necessary qualifications exist, a teacher may transfer from one program to another in the division.
4. It is recognized that it is necessary to consider the school program to be offered and the teacher qualifications required to offer that program. The Board will ensure qualified staff carry out the programs of the school division and will assign teachers based on professional qualifications and experience specific to the needs of the program.
5. If a surplus of teachers is identified in the school division, the Director shall retain teachers based on the following criteria in descending order of importance:
  - a) Those possessing the most appropriate training, skills, experience and personal qualities to teach the programs that best meet the educational interests and needs of students.
  - b) Those deemed relatively more effective, as determined by performance appraisals completed by administrative and supervisory staff.
  - c) Those with the versatility to teach a wide variety of subjects.
  - d) Those with the ability and adaptability to teach a number of different grade levels.
  - e) Those with the greatest degree of involvement, as determined by comparative data, in various professional development activities and student/school-based activities.
  - f) Those with the greater number of years of post-secondary training in education.

- g) Those who are suitable to fill anticipated future program needs.
- 6. If more than one person has suitable qualifications and experience, teaching staff will be reduced on the basis of seniority:
  - a) Seniority means the amount of employment (full-time or full-time equivalent) under a continuing contract with the school division and does not include employment as a substitute teacher or as a teacher under a temporary contract or replacement contract.
  - b) A leave of absence does not mean loss of seniority, although the time of absence does not count as seniority.
  - c) Teachers seconded by the Ministry of Education or sponsored by the Board of Education on a Department of National Defence teaching assignment include those teaching years for seniority purposes.
- 7. If no teacher on staff has the professional training and/or experience which the program requires, the Board reserves the right to renew a temporary contract or hire from outside the school division. The necessary reduction in staff would follow the guidelines noted above.
- 8. If a designated position is eliminated, the incumbent will lose the designation, but will be considered for teaching positions within the school system on the same basis as any other member of teaching staff.