



**BOARD POLICY**

Policy Number: D-130

Policy: Professional Staff Reduction

References:

- D-130-BR
- D-130-AR

The Board of Trustees recognizes that it may be necessary to reduce the number of professional staff serving under contract to the board. The board believes that the division's educational priorities, program needs and relevant experience are the main criteria to be used if reductions in staff are necessary.


DRAFT

Implemented: January 22, 2003

Next Scheduled Review: 2021-2022

Last Review: August 29, 2017

Page 1 of 4

 <b>St. Albert</b> <b>PUBLIC SCHOOLS</b>  <b>BOARD REGULATIONS</b>	Policy Number: D-130-BR
	Policy: Professional Staff Reduction
	References: <ul style="list-style-type: none"> <li>• D-130</li> <li>• D-130-AR</li> </ul>

1. Reductions in the number of professional staff may be necessary when the division’s ability to provide education services has been, or may be, affected by:
  - 1.1. Student enrolment (current or projected);
  - 1.2. Financial support for education;
  - 1.3. New and/or revised curricula;
  - 1.4. Changes in the functions of existing physical facilities;
  - 1.5. Educational priorities;
  - 1.6. Instructional programs or organization structures; and
  - 1.7. Other factors considered relevant by the Board of Trustees.
  
2. The board will attempt to effect staff reduction through normal attrition.
  
3. If normal attrition is not sufficient to accommodate the required staff reductions, the teacher(s) or administrator(s) to be released from employment will be determined by any or all of the following criteria. Note: These criteria may not necessarily be considered in the order presented nor in isolation from each other.
  - 3.1. The staffing requirements of all schools in the division in relation to educational priorities;
  - 3.2. The staffing requirements of all schools in the division in relation to program needs; and
  - 3.3. Seniority based on years of service in the division. To determine the years of seniority, the following principles will apply:
    - 3.3.1. The date when the continuous contract was signed will be used to determine years of service with the board. Maternity leaves, sick leaves and educational leaves will be included as years of service. Leaves for personal reasons, for a duration of 30 days or longer, will not be counted for years of service; and

Implemented: January 22, 2003	Next Scheduled Review: 2021-2022
Last Review: August 29, 2017	Page 1 of 4



**BOARD REGULATIONS**

Policy Number: D-130-BR

Policy: Professional Staff Reduction

References:

3.3.2. 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.

3.4. Related academic training;

3.5. Work history including past positive and negative performance;

3.6. Disciplinary history; and

3.7. Any other matter relevant to maintaining and promoting the safe and effective operations of the division.

4. Where reductions in professional staff are required, the board may consider individual schools or the entire system, as circumstances warrant.
5. The board delegates to the superintendent, or designate, responsibility for applying these criteria, and for recommending to the board those contracts of employment that should be terminated.
6. While consideration shall be given to reassigning staff to other division positions, there is no obligation on the board to do so.

Implemented: January 22, 2003

Next Scheduled Review: 2021-2022

Last Review: August 29, 2017

Page 2 of 2



**ADMINISTRATION  
REGULATIONS**

Policy Number:	D-130-AR
Policy:	Professional Staff Reduction
References:	<ul style="list-style-type: none"> <li>• D-130</li> <li>• D-130-BR</li> </ul>

1. The Superintendent or designate shall identify, according to the criteria listed in board regulations D-130, Professional Staff Reduction, those teachers to be declared surplus.
2. The Superintendent or designate shall recommend to the board those contracts of employment which should be terminated.
3. Upon application of the board regulations, and the recommendation of termination of a contract of employment, the Superintendent, or designate, shall:
  - 3.1. review the recommendations with the principal(s):
    - 3.1.1. the basis for professional staff reduction; and
    - 3.1.2. the criteria and process used by division office administration in compiling a list of those contracts of employment that should be terminated.
  - 3.2. inform the teacher(s), in writing, of:
    - 3.2.1. the recommendation to terminate the contract of employment;
    - 3.2.2. the date, time, and location of the board hearing at which the board will consider the recommendation;
    - 3.2.3. his/her right to attend the meeting and make representation to the board; and
    - 3.2.4. his/her right to seek legal counsel.

Implemented: January 22, 2003	Next Scheduled Review: 2021-2022
Last Review: August 29, 2017	Page 1 of 1