

**REDUCTION IN TEACHING STAFF WORK FORCE  
(INCLUDING ADMINISTRATIVE DESIGNATIONS)**

**Background**

The Division recognizes that a variety of factors may necessitate reduction of the teaching staff work force or administrative designations in a particular school or in the Division as a whole. Without in any way limiting the factors that may singularly or in combination give rise to the need to reduce teaching staff or administrative designations, the following factors may be some of those, either individually or in combination, that result in the need to reduce teaching staff or administrative designations, namely:

- Student enrolments (both current and projected);
- Financial support for education (both current and projected);
- Student educational needs (both current and projected);
- New and/or revised curricula (both current and projected);
- Changes in the function of existing physical facilities (both current and projected);
- School/Program closure;
- Other factors considered relevant by the Division.

**Procedures**

1. These procedures shall apply to all teaching positions (including administrative designations) in the Division and shall be the guide for the reduction of teaching staff that may be required in cases as described above.
2. Should the Superintendent deem a reduction in the number of teaching staff to be warranted, they will endeavor first to effect such reduction through measures such as:
  - 2.1 Voluntary resignations;
  - 2.2 Voluntary retirements;
  - 2.3 Voluntary leaves of absence;
  - 2.4 Voluntary changes in employment status (e.g. full-time to part-time);
  - 2.5 Transfers of staff between schools.
3. If the above measures outlined in Section 2 do not result in sufficient teaching staff reductions, termination of contracts of employment will be used to effect reductions. The following criteria will be used to determine which positions will be eliminated:
  - 3.1 Specialization required by students or programs -- the primary factor when considering staffing needs will be the effective operation of the various programs offered within a school and/or the Division;
  - 3.2 Academic qualifications and teaching experience -- and the application of such factors to the needs and programs of the school/Division. Every effort will be made to ensure that appropriately qualified staff is retained to teach programs approved by the Division. In determining the appropriateness of academic and experience qualifications, the following factors will be considered:

- 3.2.1 **Academic qualifications** -- the most recent information on file with the Division with respect to Teachers' Qualifications Service (TQS) evaluation of years of training for salary purposes and a listing of the degree(s) held; and major and minor areas of specialization in training as related to the education/program needs of the school system;
  - 3.2.2 **Experience** -- grade levels/subject areas teaching was rendered;
- 3.3 Notwithstanding specialized teaching assignments and needs, temporary, probationary and interim contracts will be released first;
- 3.4 Seniority -- wherever qualifications, competency, and experience of individuals are equal, years of continuous service (without resignation) with the Division shall determine staff reduction.
- 4. Should the Superintendent deem a reduction in the number of Administrative Designations to be warranted, they will endeavor first to effect such reduction through measures such as:
  - 4.1 Voluntary retirements;
  - 4.2 Voluntary resignations;
  - 4.3 Voluntary resignation of administrative designation;
  - 4.4 Voluntary leaves of absence (either from administrative designation and/or teaching position);
  - 4.5 Voluntary changes to administrative designation (ie. principal to assistant principal; assistant principal to classroom teacher) for a temporary period of time or permanently;
  - 4.6 Transfer of Administrators between schools (AP 402).
- 5. If the above measures outlined in Section 4 do not result in sufficient administrative position reductions, termination of contracts of administrative designations will be used to effect reductions. The following criteria will be used to determine which administrative designations will be eliminated:
  - 5.1 Specialization required for schools or programs -- the primary factor when considering administrative needs will be the effective operation of the various programs offered within the Division;
  - 5.2 Academic qualifications and administrative experience -- and the application of such factors to the needs and programs of the Division. Every effort will be made to ensure that appropriately qualified administrators are retained to support/lead programs approved by the Division. In determining the appropriateness of academic qualifications and administrative experience, the following factors will be considered:
    - 5.2.1 **Academic qualifications** -- the most recent information on file with the Division with respect to Teachers' Qualifications Service (TQS) evaluation of years of training for salary purposes and a listing of the degree(s) held; and major and minor areas of specialization in training as related to the programming needs of the Division;
    - 5.2.2 **Administrative Experience** -- grade levels/subject areas where administrative experience was gained;
  - 5.3 Notwithstanding academic qualifications and administrative experience, as outlined in clause 5.2, administrators on probationary, interim and term contracts will be released from their designations first;

- 5.4 Seniority -- wherever academic qualifications and administrative experience of individuals are equal, years of continuous service (without resignation) with the Division shall determine administrative staff reduction.
6. The Superintendent or designate will be responsible for the application of this administrative procedure.
7. The Assistant Superintendent - Human Resources shall inform the teacher or administrator, in writing, of:
  - 7.1 The recommendation to terminate the employment contract and the reasons;
  - 7.2 The date, time, and location of the meeting at which the Superintendent will consider the recommendation;
  - 7.3 Their right to attend the meeting and make representations to the Superintendent; and
  - 7.4 Their right to seek legal counsel.
8. Contract terminations will subsequently be carried out with due regard to the requirements of the *Education Act*.

Reference: Section 52, 53, 211, 212, 214, 215, 217 Education Act  
Employment Standards Code

Related APs: Administrator Placements (AP 402)

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