

ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

Reduction of Teaching Staff

PER #12

Revised: November 2025

Background

The Board of Trustees of The Christ The Redeemer Catholic Separate School Division (Board) recognizes that a variety of factors may necessitate the reduction of professional staff in a particular school, in a geographic region, or in the school division as a whole. The Board further 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 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 program assessment to determine student needs in order to determine staffing levels in each school.
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 enrollment
 - Population patterns
 - Funding from all sources
 - Curricular content or practices
 - Programs offered by the Board
 - Student educational needs
 - Function of existing physical facilities
 - Geographic area
 - Other factors which the Superintendent, or designate, considers relevant

4. Voluntary Attrition

- 4.1. Should the Superintendent, or designate, deem a reduction in the number of teachers to be warranted, it shall endeavor first, to effect such reduction through voluntary attrition as below:
 - 4.1.1. Voluntary resignation
 - 4.1.2. Retirement
 - 4.1.3. Voluntary leave of absence
 - 4.1.4. Voluntary changes in employment status (i.e. full time to part time)
 - 4.1.5. Voluntary transfer

5. Transfer

- 5.1. If all aspects within section 4 are exhausted, other mechanisms for transfer may be required. When a reduction in teaching positions in a particular school is required, the reduction may be made by transfers, in accordance with provisions of the Education Act.
- 5.2. To determine those teachers who may be affected by such transfers the following will be considered:
 - 5.2.1. The goals and needs of the division;
 - 5.2.2. The expertise and experience of the individuals in relation to the program needs of the division;
 - 5.2.3. The program needs of the school;
 - 5.2.4. The seniority of individuals in the division;
- 5.3. Transfers may include a teacher relocation to a different community within the division.

6. Termination of Contracts

- 6.1. If reduction cannot be fully achieved through voluntary attrition and/or transfer to other assignments, the Superintendent, or designate, shall reduce staff through termination of contracts of employment in accordance with the provisions of the Education Act and the Collective Agreement.
- 6.2. To determine those teachers who are to be affected by the required staff reduction the following will be considered in the following order of priority:
 - 6.2.1. The goals and needs of the division;
 - 6.2.2. The expertise and experience of individuals in relation to the program needs of the division;
 - 6.2.3. The seniority of individuals in the division. Seniority shall be determined from the employee's continuous employment start date and calculated as elapsed calendar time to the reference date, with part-time treated the same as full-time and no full-time-equivalent proration. Maternity/parental, sick, and educational leaves count toward service. Personal leaves of less than 30 consecutive days are included, while personal leaves of 30 or more consecutive days are excluded. Any break in service resets the continuous employment date.

7. Notice of Termination

- 7.1. Any notice of termination shall be given in accordance with Section 214 of the Education Act.
- 7.2. A teacher whose employment is subject to termination will be advised, in writing, of the recommendation to the Superintendent that the teacher's contract of employment be terminated, and such notice shall set out the reason(s) for such recommendation. The letter to the teacher shall include:
 - 7.2.1. The recommendation for termination;
 - 7.2.2. The reasons for the termination, including the reason(s) that staff reduction at the school is required and basis used to determine that the teacher was surplus to the needs of the school;
 - 7.2.3. The date, time and place of the meeting at which the recommendation will be presented; and the teacher's right to (i) attend the meeting and be represented by a member of the ATA or legal counsel or both, and (ii) to make submissions to the Superintendent in person or through their representative or both.

8. Nothing in this administrative procedure requires that a teacher whose contract may be terminated be assigned to any vacant position if, in the Superintendent's reasonable opinion, such an assignment is not educationally sound.