



Section: **School Personnel**
Policy #: **2530**
Policy: **Staff Reduction**

Date Approved: November 20 2004
Revision Dates: October 27 2007

The employment of an employee may be terminated where as a result of declining enrolments or other operational reasons the services of the employee are no longer required.

In the event of a prospective reduction in the number of employee positions, the School Principal will advise the Superintendent of Schools as soon as he/she becomes aware that the services of an employee may not be required.

The Superintendent of Schools will meet with a representative of the local School Council and the Principal to develop a plan for reducing the number of employee positions. This will include consideration of reduction through normal attrition.

The decision as to which employee will be released will be determined as follows:

- a. Sense of vocation as a Catholic employee.
- b. The operational needs of the school.
- c. The skills and qualifications of the employee.
- d. The level of performance as determined by the performance evaluation system.
- e. The employee's dedication to the school and support of its programmes.
- f. The length of service in that school (seniority).

All other factors being equal, the release of employees will be in reverse order of seniority.

Purpose

The employment of a teacher may be terminated where as a result of declining enrolments or other operational reasons the services of the teacher are no longer required.

In the event of a prospective reduction in the number of professional teaching positions, the School Principal will advise the Superintendent of Schools as soon as he/she becomes aware that the services of a teacher/teachers may not be required.

The Superintendent of Schools will meet with a representative of the local School Council and the Principal to develop a plan for reducing the number of professional teaching positions. This will include consideration of reduction through normal attrition.

The decision as to which teachers will be released will be determined as follows:

- g. Sense of vocation as a Catholic teacher.
- h. The operational needs of the school.
- i. The skills and qualifications of the teacher.
- j. The level of performance as determined by the performance
- k. evaluation system.
- l. The teacher's dedication to the school and support of its programmes.
- m. The length of service in that school (seniority).

All other factors being equal, the release of teachers will be in reverse order of seniority.