

## Administrative Procedure 440

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### TEACHING STAFF REDUCTION

#### Background

The Division believes all students attending its schools are entitled to the best instructional and other school services possible. Therefore, the Superintendent responsible for human resources shall strive to employ teachers of the highest quality.

The Division also recognizes there are times when its ability to provide services may be constrained.

In such cases, the Board through its budget process may find it necessary to reduce the number of teaching staff. These circumstances may include but are not limited to:

- Student enrolments, both current and projected;
- Student educational needs;
- Provincial and/or local financial support for education;
- New and/or revised curricula;
- Program reduction.

The Division will effect the reduction in a manner which considers the educational interests of students to be of paramount importance.

#### Procedures

1. As part of the budget process the Director provides recommendations to the Board to assist in determining the number of full time equivalent teaching positions for the Division taking into account current and projected enrolments, financial resources, program offerings and any special needs and circumstances.
2. When professional staff reduction becomes necessary, the Superintendent responsible for human resources will be guided by the following to determine which teachers will be retained on staff.
  - 2.1 The principle of attrition will first be applied. Teachers who resign or superannuate will not be replaced.
  - 2.2 Temporary teaching contracts will not be renewed.
  - 2.3 It is recognized that it is necessary to consider the school program to be offered and the teacher knowledge and skills required to offer that program. The Superintendent responsible for human resources will ensure that appropriate staff is retained to carry out the programs of the school division.
  - 2.4 Where the above criteria do not determine which professional staff is to be retained in the Division, teaching service will be the deciding factor. Teaching service is defined by the Provincial Collective Bargaining Agreement expressed in full-time equivalent years.

Teaching service will be determined on the following priority basis:

- Teachers who have served the greatest number of full-time equivalent years in their most recent actual uninterrupted service with the Division.
- Teachers who have served the greatest number of full time equivalent years in total with the Division.
- Teachers who have served the greatest number of full time equivalent years in total.

3. Notwithstanding any of the foregoing, if there is no teacher currently under contract who is available to satisfactorily meet the needs of a particular assignment in terms of knowledge and skills, it may be necessary to hire a new teacher to fill the position.
4. A teacher who is surplus in a particular school according to the priorities set out in this policy will be assigned to an appropriate position within the Division only where such a position is vacant.
5. When no position is vacant in the Division, then the Director will declare the teacher redundant and terminate the contract of employment with the teacher according to the appropriate provisions in *The Education Act, 1995* and the Provincial Collective Bargaining Agreement.
6. In the event that there is no appropriate assignment for a teacher who is surplus to the needs of the Division, the teacher's contract will be terminated in accordance with section 210 (1)(b) of *The Education Act, 1995*.

Reference: Section 85, 87, 108, 109, 110, 174, 175, 210, 213, 215, 216, *The Education Act, 1995*  
Human Rights Code  
Saskatchewan Teachers' Provincial Collective Bargaining Agreement

Approved: May 12, 2014