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**HORIZON SCHOOL DIVISION NO. 67**

**Policy Code:** GCPA  
**Policy Title:** Professional Teacher Reduction  
**Cross Reference:** GCK  
**Legal Reference:** School Act, Sec. 85, 88  
**Adoption Date:** February 26, 1997,  
**Amendment or Re-affirmation Date:** June 21, 2011

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**POLICY HANDBOOK****POLICY**

THE BOARD OF HORIZON SCHOOL DIVISION BELIEVES THAT EMPLOYMENT PROCEDURES MUST BE BASED ON THE EDUCATIONAL NEEDS OF DIVISION STUDENTS. THE BOARD RECOGNIZES THAT FACTORS SUCH AS THE FOLLOWING MAY NECESSITATE A REDUCTION IN THE NUMBER OF PROFESSIONAL STAFF EMPLOYEES:

- (1) REDUCTION IN CURRENT OR PROJECTED ENROLMENTS;
- (2) LIMITED GOVERNMENT AND/OR LOCAL FINANCIAL SUPPORT;
- (3) CHANGES IN STUDENT EDUCATIONAL NEEDS;
- (4) CHANGES IN CURRICULA;
- (5) CHANGES IN THE USE OF EXISTING PHYSICAL BUILDINGS;
- (6) PARTIAL OR COMPLETE CLOSURE OF A SCHOOL.

SHOULD A REDUCTION IN STAFF BE WARRANTED, THE BOARD SHALL PROCEED WITH CONSIDERATION FOR THE EDUCATIONAL NEEDS OF THE STUDENTS AND WITH FAIRNESS TO THE EMPLOYEES. ANY REDUCTION IN DIVISION PROFESSIONAL STAFF SHALL BE IN ACCORDANCE WITH THE SCHOOL ACT, APPLICABLE PROVINCIAL AND FEDERAL STATUTES AND WITHIN THE PROVISIONS OF THE COLLECTIVE AGREEMENT AND EMPLOYMENT CONTRACTS.

**REGULATIONS**

1. Any provisions of this policy shall apply to those teachers on continuing contracts only. Teachers on short term leave from a school shall have the same rights to placement as those presently assigned to the school
2. Should a reduction in the number of professional staff employees be warranted, the Division shall endeavor, first, to effect such reduction through voluntary attrition such as:
  - (a) voluntary resignation;
  - (b) voluntary retirement;
  - (c) voluntary leave of absence;
  - (d) voluntary changes in employment status (i.e. full time to part-time)
  - (e) voluntary transfer.
3. If voluntary attrition does not result in sufficient reduction, the Division shall endeavor to effect reduction through the transfer of staff to other assignments.
4. If reduction cannot be fully achieved through voluntary attrition, and transfer to other assignments, the Division shall endeavor to effect reduction through termination of contracts of employment.
  - (a) Termination of contracts shall be in accordance with the School Act. The following considerations may be used as guides:
    - (i) Teachers may be released if their position is eliminated, however, given training, experience, and evaluations, they may be given first preference for any suitable openings;

- (ii) Notwithstanding the above, teachers on temporary or probationary contracts may be retained and continuous contract teachers released if the teacher possesses a specialty that is required;
    - (iii) If two teachers are equal in all areas of consideration for release, seniority shall be the determining factor.
  - (b) The Superintendent shall provide a notice of termination of a contract specifying the reasons for the termination. The notice will communicate the teacher's right to appeal the matter of termination of contract to the Minister for referral to the Board of Reference.
  - (c) It is the desire of the Board that recommendations to terminate contracts of employment be not less than (30) calendar days prior to the conclusion of a semester or school term.
4. This policy and regulation does not require the Board to assign a teacher whose contract of employment may be terminated, to any vacant position.
5. At the discretion of the Superintendent, this policy may be applied on a school-by-school basis (with appropriate modifications) or on a system-wide basis.