
HORIZON SCHOOL DIVISION

Policy Code: GCPA
Policy Title: Teacher
Reduction

POLICY HANDBOOK

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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION IS COMMITTED TO PROVIDE QUALITY EDUCATIONAL SERVICES TO HORIZON STUDENTS WITHIN A FISCALLY SUSTAINABLE MANNER AND RECOGNIZES THAT THE SUPERINTENDENT MAY NEED TO REDUCE THE NUMBER OF STAFF TO ADDRESS DIVISION OPERATIONAL REQUIREMENTS.

DEFINITIONS

Reduction: is the decrease of FTE at a school via the decrease of a teacher's FTE, transfer of a teacher or termination of a teacher.

Seniority: as understood in this policy is based on the years of service with the division.

GUIDELINES

1. The board has delegated the power to terminate the services of a teacher to the Superintendent.
 - 1.1. All decisions regarding teacher reduction are made by the Superintendent and may be based on recommendations made by the Associate Superintendent of Human Services.
 - 1.2. The Associate Superintendent of Human Services shall facilitate staff reduction processes.
2. Factors that may warrant staff reduction may include:
 - 2.1. enrollment changes;
 - 2.2. reduction, elimination, or addition of programs;
 - 2.3. changes in revenue;
 - 2.4. changes in student educational needs;
 - 2.5. new and revised curricula;
 - 2.6. changes in the use and function of existing physical facilities;
 - 2.7. partial or complete closure of a school; and

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- 2.8. other factors that may be considered relevant by the Superintendent.
3. Reduction in teachers shall be in accordance with the Education Act, provincial and federal statutes, and applicable collective agreement and/or employment contracts.
4. The following considerations should be considered when transferring teachers:
 - 4.1. student and program needs, and not employee seniority, will be the primary criteria for enacting transfers and reductions;
 - 4.2. transfers should be by seniority provided the educational needs of the system have been met; and
 - 4.3. when seniority is equal and educational needs have been met, final decision making shall be made by senior administration in collaboration with both departing and receiving school administrations.
5. Teachers on short term leave from a school shall have the same rights as those presently assigned to a school.
6. Teacher transfers may be facilitated to accommodate teacher reductions and/or the preferences of teachers.

REGULATIONS

1. Voluntary reductions
 - 1.1. Should a reduction in the number of teachers be warranted, the division shall endeavor, first, to affect such reduction through:
 - 1.1.1. voluntary resignation;
 - 1.1.2. voluntary retirement;
 - 1.1.3. voluntary leave of absence;
 - 1.1.4. voluntary changes in employment status (i.e. full time to part-time);
 - 1.1.5. voluntary reduction in FTE; and/or
 - 1.1.6. voluntary transfer.
 - 1.1.6.1. To assist the Associate Superintendent of Human Services in identifying candidates for transfer the following procedures are to be employed:
 - 1.1.6.1.1. teachers may pursue a facilitated transfer as outlined in the staffing timeline communicated annually; and
 - 1.1.6.1.2. teachers may pursue a transfer by applying to open postings.

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2. Teacher reduction via reduction in FTE
 - 2.1. If voluntary attrition does not result in sufficient reduction, the division may endeavor to effect reduction through reduction in part-time teachers' FTE.
 - 2.1.1. The division should endeavour, if possible, to ensure that teachers remain eligible for benefits when reducing the FTE of part-time teachers.
 - 2.1.2. If the teacher does not agree to teach for the amount of time varied, the Superintendent may terminate the teacher's contract.
3. Teacher reduction via transfer
 - 3.1. If voluntary attrition and FTE reduction does not result in sufficient reduction, the division shall endeavor to effect reduction through the transfer of staff to other schools.
 - 3.2. The Superintendent, in conjunction with senior administration, may identify administrators and teachers for transfer consideration.
 - 3.2.1. The Associate Superintendent of Human Services, in collaboration with principals, will formally identify affected teachers as part of the surplus and placement process.
 - 3.3. In preparation for the next school year, the division will attempt to effect transfers on or before the end of the previous school year. In accordance with the Education Act, teachers may be transferred from one school/location to another, at any time during the school year by issuing a notice of transfer.
 - 3.3.1. If a teacher is transferred, that transfer becomes effective not less than 7 days from the day on which the notice of transfer and reasons for the transfer are received by the teacher.
 - 3.3.1.1. The notice of transfer will communicate the teacher's right to appeal the matter of transfer to the Superintendent.
4. Teacher reduction via termination
 - 4.1. If reduction cannot be fully achieved through voluntary attrition, FTE reduction, and/or transfers to other schools, the Division shall endeavor to effect reduction through termination of contracts of employment.
 - 4.1.1. The following considerations should be considered when terminating contracts:
 - 4.1.1.1. termination of contracts of employment by seniority provided the educational needs of the system have been met;
 - 4.1.1.2. when seniority is equal and educational needs have been met, the recommendation as to which of the people are to be terminated shall be based on relative performance as determined by principal with final decision making to be made by senior administration.

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- 4.1.1.3. temporary contract teachers shall be terminated before other contracts by giving 30 days written notice;
 - 4.1.1.4. probationary teachers should be allowed to complete their school year and then should not be renewed at the conclusion of their contract;
 - 4.1.1.5. notwithstanding the above, teachers on temporary or probationary contracts may be retained and continuous contract teachers may be released if temporary and/or probationary teacher possesses specific skills, academic background, or experience that is required for student programming; and
 - 4.1.1.6. notice of terminations of continuing contract teachers shall not be given in the 30 days preceding a vacation period or during a vacation period of 14 or more days.
- 4.2. A written notice of termination shall be provided to teachers being terminated.
- 4.2.1. The notice shall:
 - 4.2.1.1. specify the reasons for the termination; and
 - 4.2.1.2. communicate the teacher's right to appeal the matter of termination of contract to the Minister for referral to the Board of Reference.