

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 500 – Personnel and Employee Relations

ADMINISTRATIVE PROCEDURE: REDUCTION IN PROFESSIONAL STAFF

<i>PROCEDURE CODE:</i>	<i>504 AP 003</i>
Policy Reference: 504 - Staff Selection, Assignment, Evaluation and Termination	

PROCEDURE

1. Throughout the staff reduction process, the primary consideration for the Central Office administration shall be the quality of school programs and the services provided to students.
2. At all times the Central Office administration will make a concerted effort to retain teaching staff. However, severe budget constraints, declining enrollments, or changes in program priorities may dictate reductions in staff.
3. The Central Office administration will make reasonable efforts to accommodate affected staff within the Division and all decisions relating to staff reduction will be made at the earliest possible date and prior to the first round of open postings for positions.
4. Central administration has the authority and responsibility to make staff assignments in the best interests of the Division, following consultation with the affected parties.
5. To achieve necessary reductions in staff, Central Office administration will consider attrition as the first course of action, application for internal positions as the second method and transfer of staff as a third strategy, as follows:
 - 5.1. Attrition, which includes:
 - 5.1.1. Resignations
 - 5.1.2. Retirements
 - 5.1.3. Leaves of absence
 - 5.1.4. Job sharing and other part time arrangements
 - 5.1.5. Reduction of part time assignments
 - 5.2. Application for open positions within the Division. Human Resources will advocate with principals on behalf of staff from schools with a surplus. In schools that are overstaffed, the following process will occur:
 - 5.2.1. Human Resources will meet with principal to confirm registrations numbers.

- 5.2.2. Certificated staff will be notified, prior to any staffing rounds, of the staffing reduction concern and encouraged to communicate with Human Resources and to pursue any open, internal positions.
- 5.3. After the interview process, if there are still remaining surplus staff, Human Resources reserves the right to transfer staff according to the best interests of the Division, as per Section 212 of the Education Act. To determine what staff may be surplus, the following process may be followed:
 - 5.3.1. Human Resources and principal will meet with certificated staff, communicate the situation and ask for anyone willing to volunteer to move.
 - 5.3.2. If there are not any volunteers, the principal of the affected school will determine areas of need.
 - 5.3.3. Human Resources, along with principal, will review staffing list and make determinations in the best interest of the Division.
- 6. In the event that the Central Office administration has not achieved the necessary reductions in staff through attrition, application for internal positions and transfer of staff, Central Office administration may find it necessary to terminate staff *on continuous contracts*, giving consideration to procedure item #1 and also to the following:
 - 6.1. Qualifications of the individual
 - 6.2. Seniority of the individual
- 7. Staff whose contracts have been terminated will get first consideration for the Division Substitute List.

REFERENCES

Alberta Education – Education Act

Approved: December 19, 2006

Revised: February 6, 2017

