

Due to changing student enrollment patterns, financial restrictions, reduction in funding or restructuring of educational practices, it may become necessary to reduce the number of teaching staff in a school or the school system. Natural attrition is the preferred method of accommodating necessary staff reductions but natural attrition does not always accomplish reduction targets.

1. In cases where natural attrition does not achieve designated staff reduction targets the following regulations apply:
 - 1.1 Employees on leave-of-absence from a school have the same rights to placement as other teachers in the Division.
 - 1.2 The School Principal is responsible for declaring a teacher surplus to a particular school by April 30 of a school year. Teachers to be declared surplus will be given written reasons by the School Principal prior to the Superintendent being notified.
 - 1.3 The Superintendent is responsible for recommending to the Board the teacher contracts to be declared surplus for the Division and considered for termination pursuant to this administrative procedure.
 - 1.4 The following criteria, in order of priority, will be used in determining the contracts to be declared surplus:
 - 1.4.1 The Program Need of the School.
The primary consideration when considering staffing needs and levels of a school shall be the effective operation of the various programs offered within the school.
 - 1.4.2 Relative Performance
Relative performance will be determined by the School Principal on the basis of the criteria established by Administrative Procedure 40-54 Teacher Growth, Supervision and Evaluation.
 - 1.4.3 Seniority in the School System
 - 1.5 The following mechanisms will be used to facilitate natural attrition:
 - 1.5.1 Leaves-of-absence
 - 1.5.2 Study Leave
 - 1.5.3 Resignations
 - 1.5.4 Change in assignment from full-time to part-time
 - 1.6 Teachers declared surplus by a school will become part of a school system surplus “pool”. Teachers in the surplus pool will have first priority for reassignment to an available suitable position in another school. Failing mutually agreed to transfers, the Superintendent may, pursuant to Section 104 of the *School Act*, transfer a teacher to an appropriate vacancy.
 - 1.7 If a teacher in the surplus pool has not been placed by the end of June, the Superintendent will recommend termination of the teacher’s contract to the Board.

- 1.8 Teachers may appeal evaluation results or appeal the redundancy determination pursuant to Policy 14 Hearings on Teacher Matters, and Administrative Procedure 40-54 Teacher Growth, Supervision and Evaluation.

Reference

[School Act](#), sections 104, 107, 108

[Policy 14 Hearings on Teacher Matters](#)

[AP 40-54 Teacher Growth, Supervision and Evaluation](#)

[ATA Collective Agreement](#)