

## **Background**

Pembina Hills Public Schools recognizes that a variety of factors, including changing student enrollment, financial restrictions, reduction in funding or restructuring of educational practices, may affect the number of staff required within a school or within the Division.

## **Definitions**

**Staff Reduction** – the process used for decreasing the total number of full-time equivalents of existing staff.

**Natural Attrition** – natural reduction in staff due to employees leaving on their own accord.

## **Procedures**

1. Collective agreements should be referred to where appropriate, as well as applicable Pembina Hills Public Schools Policies and Administrative Procedures.
2. Supervisors will be responsible for determining the number of staff they require in order to maintain a balanced budget.
3. Staff reduction through natural attrition or employee transfers such is outlined in AP 40-07 Employee Assignment and Transfer is preferable.
4. If natural attrition does not achieve required staff reductions, Supervisors will work collaboratively with the Superintendent or designate to determine which positions will be eliminated by using the following criteria:
  - a. Specialization required by students or programs - the primary consideration when considering staffing needs will be the effective operation of the various programs offered within the school;
  - b. Employee training and experience – consideration will be made to match the employee's training and experience to available positions;
  - c. Notwithstanding specialized teaching assignments and needs, temporary or probationary contracts will be released first;
  - d. Time served in the Division - seniority based on years of service with Pembina Hills Public Schools will be considered if all other qualifications are equal.
5. Employees on a leave-of-absence from the Division have the same rights to placement as other employees within the Division.
6. Following section 107 of the School Act, Certificated Staff whose employment is subject to termination, will be advised in writing of the intention of the Superintendent to recommend to the Board that the contract of employment will be terminated.
7. Supervisors declaring Support Staff surplus will submit the Support Staff Year End Notices form to Human Resources by June 1 of the school year.

## **Reference**

[School Act](#), sections 104, 107, 108  
[AP 40-07 Employee Assignment and Transfer](#)