

REDUCTION IN SUPPORT STAFF (NON-UNION)

Background

Due to changing enrolment patterns, financial restrictions, and the restructuring of educational practices and student enrolment, it may be necessary to reduce the number of support staff in a given location. At all times, the primary consideration of HPSD shall be the efficient administration of its educational mandate.

Procedures

General

If it is necessary to reduce the number of support staff, the Principal or Supervisor of other Departments will first endeavor to make such reduction through attrition and transfer to new assignments. Human Resources shall be contacted prior to any reduction to staff and the Principal or Supervisor shall not proceed without authorization from Human Resources.

1. If reduction in work force cannot be fully accommodated through attrition and transfer, the selection of personnel to be terminated will be limited to the school or department and to the personnel from the same classification where the reduction is necessary. The following criteria, not ranked in order of preference, will be used in declaring individual staff members surplus to the needs of the school or department:
 - 1.1. Appropriateness of qualifications to the programs and needs of the School or Department;
 - 1.2. Relative performance; and
 - 1.3. Seniority with HPSD.
2. When reduction of staff is necessary, the Principal or Supervisor of the Department will identify and inform the staff members.
 - 2.1. Staff reduction shall:
 - 2.1.1. be done in writing;
 - 2.1.2. be in accordance with the Employment Standards Code; and
 - 2.1.3. have consent from Human Resources.
3. The employee who has been declared surplus to the needs of a School or a Department shall be informed by the Principal or the Supervisor of the Department, in writing, of:
 - 3.1. termination of employment; and
 - 3.2. the right to appeal to the Superintendent.
4. The employee who has been declared surplus to the needs of HPSD and has been terminated will be given consideration for any support staff vacancy in the same classification that occurs during the remainder of that school year, or the subsequent school year, at the same site.
 - 4.1. HPSD is absolved from accommodating an employee under this AP once:
 - 4.1.1. no position becomes available at the same site in the same classification by June 30th of the year following the reduction; or
 - 4.1.2. the reduced employee refuses or is unable to accept a position offered to them at the same classification within reasonable proximity of the vacated position.

References

Education Act, Section 33, 52, 53, 68, 196, 197, 222, 225

Employment Standards Code