

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 458 – Teacher Redundancy</b>	
Related LCSDF AP's		
Form(s)		
References:	<i>The Education Act, 1995 section 210(1)(b)</i>	
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## Background

Lloydminster Catholic School Division may periodically face excess or redundant staff situations due to budget shortfalls, declines in enrolment, and/or reduced demands for instruction in specialized areas or other unforeseen circumstances. In these instances, every effort will be made to reassign the staff to other vacancies in the school division. As such, attrition is favored as the best way to reduce staff when necessary. The division will take into consideration known resignations, retirements, and approved leaves of absence, before implementing procedures for termination. In addition, the employment contracts of temporary teachers will terminate on their expiry dates. However, if normal attrition is not sufficient to accommodate the required staff reductions, the following procedures will serve as a guide to terminating contracts.

## Procedures

1. When the total instructional needs for the projected school population are not sufficient to provide assignments to all the teachers, the Superintendent responsible for staffing, in consultation with the principal, shall identify teacher(s) to be declared surplus at a school level.
2. Determination of the need to declare one or more teachers redundant shall be based on the staffing requirements of the entire system, and not only on those of a particular school. Thus, consideration will be made to transfer teachers to other vacant positions within the school division. If teacher surplus occurs after all vacant positions are filled, procedures for termination of teaching staff will be implemented.
3. In determining which teacher or teachers shall be declared redundant, consideration shall be given to the following criteria, in decreasing order of importance:
  - 3.1. Those possessing the most appropriate training, skills, experience and personal qualities to teach the programs that best meet the educational interests and needs of students.
  - 3.2. The person's suitability to fill anticipated future program needs.
  - 3.3. Those deemed relatively more effective, as determined by performance appraisals completed by administrative and supervisory staff.
  - 3.4. Those with the versatility to teach a wide variety of subjects.
  - 3.5. Those with the ability and adaptability to teach a number of different grade levels.
  - 3.6. Those with the greatest degree of involvement, as determine by comparative data, in

various professional learning activities.

3.7. Those with the greater number of years of post-secondary training in education.

Where application of the above noted criteria do not determine teacher retention, seniority will be the deciding factor.

4. A teacher who is identified surplus to the needs of the division under the provisions of section 210(1)(b) of *The Education Act, 1995*, will be provided with thirty days' notice of termination of contract and will be provided redundancy pay in accordance with the requirements of the provincial teachers' agreement in effect at that time.