

Administrative Procedure 445

REDUCTION OF SUPPORT STAFF POSITIONS

Background

Circumstances may dictate the reduction of support staff positions.

Procedures

1. The Superintendent will ensure that reduction selections are based on program needs. The following factors may result in a change in program needs:
 - 1.1 New and/or revised curriculum;
 - 1.2 Shifts in student enrolment;
 - 1.3 Financial restrictions;
 - 1.4 School closure or grade discontinuation; and
 - 1.5 Other reasons which the Division deems relevant.
2. The Superintendent will first attempt to reduce support staff positions through attrition, leaves of absence, or change in employment status.
3. If further reduction is necessary, the Superintendent will reduce support staff positions through transfer.
4. Finally, if further reduction is required, the Superintendent shall terminate contracts and/or letters of employment.

Reference: Education Act 197, 222 Alberta Employment Standards Code CUPE Collective Agreement Terms of Employment	
	Date Approved: April 1, 2021
	Reviewed or Revised: Executive: April, 2021

References shall be updated as required and do not require additional approval.