

Background

Pembina Hills School Division 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 employees required within a school or within the Division.

Definitions

Employee Reduction – the process used for decreasing the total number of full-time equivalents of existing employees.

Natural Attrition – natural reduction of the Division’s workforce due to employees leaving on their own accord.

Procedures

1. Collective agreements should be referred to where appropriate, as well as applicable Division Policies and Administrative Procedures.
2. Supervisors will be responsible for determining the number of employees they require in order to maintain a balanced budget and serve the needs of the Division.
3. Employee reduction through natural attrition or transfers such is outlined in AP 40-07 Employee Assignment and Transfer is preferable.
4. If natural attrition does not achieve the required reductions, Supervisors will work collaboratively with the Superintendent or designate to determine which positions will be eliminated by using the following criteria in order of:
 - a. Specialization required by students or program needs - the primary consideration when considering workforce needs will be the effective operation of the various programs offered within the Division;
 - b. Employee training and experience – consideration will be made to match the employee’s training and experience to available positions where appropriate;
 - 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 School Division 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 215 of the *Education Act*, Certificated employees who are 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 non-certificated staff surplus will submit the Support Staff Year End Notices form to Human Resources by June 1 of the school year and prior to communicating with the employee.

Reference

[Education Act](#)

[AP 40-07 Employee Assignment and Transfer](#)