

Administrative Procedures Manual	Administrative Procedure 443
	Reduction in Non-Instructional Staff
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: August 2016, June 2019, September 2019
LEGAL REFERENCE:	Section 52, 53, 68, 196, 197, 222, 225 Education Act Employment Standards Code Labour Relations Act

Background

The Division has a responsibility to maintain high quality programs and schools to meet the educational needs of its students. However, in certain circumstances such as a decrease in student enrolments, program deletions, consolidation of schools, budgetary conditions, or other just cause as determined by the Division, a reduction in Non-Instructional Staff may be required.

This Administrative Procedure is adopted to provide a fair, just and orderly process, should such a reduction be deemed necessary.

Definition

Non-Instructional Staff applies to non-teaching staff who are subject to the conditions of the Collective Agreement between the Board of Trustees of the Grande Prairie Public School Division and the Grande Prairie Public School Division Employees' Association.

Procedures

1. The Division has the sole and exclusive prerogative to reduce the Non-Instructional Staff.
2. The reduction in Non-Instructional Staff shall be accomplished through attrition as far as possible.
3. Prior to commencing action to terminate Non-Instructional Staff members, the Division will give due consideration to its ability to accomplish reduction in staff through:
 - 3.1 Voluntary retirements.
 - 3.2 Voluntary resignations.
 - 3.3 Transfer of existing staff members.
4. Criteria
 - 4.1 Each of the following criteria shall be given equal consideration in determining additions or reductions in the Division's Non-Instructional Staff work force.
 - 4.1.1 Appropriateness of skills and expertise relative to the needs and programs of the Division.
 - 4.1.2 Total years of employment experience with the Division.
 - 4.1.3 Seniority in the particular field of employment.
 - 4.1.4 Qualifications and performance, as determined by an objective evaluation.

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5. The Superintendent or designate will notify the staff member(s) in writing that elimination of the position is under consideration.
6. Such initial notice shall be in the following form: "This is to notify you that elimination of your position is under consideration."
7. In the event that a position is created or becomes available, the Superintendent shall:
 - 7.1 Arrange for the posting of the position in each of the Division schools, and
 - 7.2 Mail the notice of the opening to every person who was, within six (6) months of the posting, a member of the Association.
8. If a Non-Instructional Staff member's position is to be eliminated, and the staff member is terminated as a consequence, the staff member will be given the opportunity of applying for an open position in any field in the system for which they are considered to be qualified.