

Administrative Procedure 424

DEPLOYMENT OF TEACHERS

Background

It is important to employ teachers, sufficient in number and possessing appropriate qualifications and expertise, to accomplish assigned duties. From time to time it may be necessary to reduce the number of teachers.

This need may arise because of constraints on finances or physical facilities, changes to instructional programs or organization structures, variations in student enrolment, or because of other precipitating factors. These conditions may be currently in place or anticipated to occur.

Procedures

1. Deployment of Teachers on Continuous Contract

- 1.1 The Resource Allocation Committee (RAC) will recommend to the Superintendent, the formulae to be used in determining the teacher complement for each school.
- 1.2 Prior to April 30 the Principal of each school will verify the anticipated enrolment for the coming school year.
- 1.3 The Associate Superintendent, Human Resources and Administration will meet with each Principal to determine the number of full-time equivalent teachers to be allocated to the respective schools.
- 1.4 When the number of teachers in a school has to be reduced, the Principal, in consultation with the Associate Superintendent, Human Resources and Administration, will identify those teachers currently on staff who will be required to implement the school's program.
- 1.5 Any or all of the following criteria will be used to identify the teachers required:
 - 1.5.1 Appropriateness of qualifications,
 - 1.5.2 Applicable experience,
 - 1.5.3 Previous performance,
 - 1.5.4 Seniority within the Division.
- 1.6 Those teachers currently on staff but not identified above will be informed, in writing, by the Principal, of their status as surplus teachers. Their names will be submitted by mid-May to the Associate Superintendent, Human Resources and Administration.
- 1.7 When additional teachers are required in a school, the Principal will inform the Associate Superintendent, Human Resources and Administration by mid-May.

2. Division Placement of Surplus Teachers

- 2.1 A list of vacancies within Division Schools will be compiled by the Associate Superintendent, Human Resources and Administration and will be posted in all schools as soon as possible after the May 31 deadline for resignations.
- 2.2 Teachers who have been declared surplus will be given first consideration in filling any identified vacancies.
- 2.3 It is the responsibility of the Associate Superintendent, Human Resources and Administration to inform the Principals of all teachers who have been declared surplus and who will be considered for any identified vacancy.
- 2.4 The Principal of the school in which a vacancy exists will use any or all of the following criteria in the selection procedure:
 - 2.4.1 Appropriateness of qualifications,
 - 2.4.2 Applicable experience,
 - 2.4.3 Preference of the teacher,
 - 2.4.4 Seniority within the Division.
- 2.5 Surplus teachers who have not been placed through this process will be given first consideration to fill additional vacancies which may develop prior to September 30.
- 2.6 It is the responsibility of the Associate Superintendent, Human Resources and Administration to ensure that, prior to September 30, all surplus teachers have been given adequate consideration before any position is advertised external to the Division.
- 2.7 Should an unanticipated vacancy occur at a school prior to September 30, any teacher, who had been declared surplus from that school in the previous school year, will be offered the position by the Associate Superintendent, Human Resources and Administration, provided the teacher has the required qualifications.

3. Severance Packages For Surplus Teachers

- 3.1 Any teachers on continuous contract who have remained in a surplus position following all the considerations for placement of surplus teachers will be offered severance packages as follows:
 - 3.1.1 One (1) month of salary for every year of continuous employment with the Division to a maximum of seventy percent (70%) of their grid placement at the time they were declared surplus.
 - 3.1.2 Severance will be considered to begin October 1 and will be paid in one (1) lump sum by October 30 in the year the teacher was declared surplus.
- 3.2 All monies used to pay severance packages will come from the instructional budget.

4. Transfer Requests

- 4.1 Transfer requests will be submitted to the Associate Superintendent, Human Resources and Administration and will be addressed on a Division wide basis. (See Administrative Procedure 425 – Teacher Transfers)

- 4.2 Transfer requests which alleviate or reduce the need to declare a teacher surplus, or which expedite the placement of teachers who have been declared surplus, will be given priority.
- 4.3 It is desirable that all transfers be verified by June 30, but may be delayed until all surplus teachers have been placed.

Reference: Section 18, 20, 60, 61, 96, 113, 117 School Act
Employment Standards Code
Labour Relations Act
Teaching Profession Act
Collective Agreement
Administrative Procedure 425 – Teacher Transfers