



HUMAN RESOURCES MANAGEMENT 21 – Certificated Staffing

Date: Feb. 11, 2003 Revised: Nov. 23, 2016 Responsible Administrator: Associate Superintendent; HR

1.0 RATIONALE

- 1.1 A major component of the school program planning process is the placement and support of continuous contract teachers and, where necessary, the recruitment/placement of new teachers.
- 1.2 A Division perspective on staffing is essential to ensure that staff are appropriately placed to best meet the programming needs in each school.
- 1.3 An effective certificated staffing process includes formalized timelines for the placement, transfer and hiring of teachers.
- 1.4 It may become necessary to reduce certificated staff in a particular school or across the Division. Certificated staff reduction requires a formalized process.

2.0 PROCESS

- 2.1 The Associate Superintendent, Human Resources will coordinate the annual program planning process to facilitate the placement, transfer and hiring of teachers.
- 2.2 In determining whether or not its ability to provide resources has been affected, the Division may consider conditions including, but not limited to, the following:
 - 2.2.1 Student enrolments, both current and projected.
 - 2.2.2 Financial support for education, both current and projected.
 - 2.2.3 Student educational needs, both current and projected.
 - 2.2.4 Changes in the function of existing physical facilities, both current and projected.
 - 2.2.5 New and/or revised curriculum.

References:	Board Policy:	E/I/1	– Staffing Policy
		E/I/8	– Certificated Staffing
		E/III/3	– Educational Leaves of Professional Staff
		C/4	– Superintendent of Schools
	School Act:	Section 107	



HUMAN RESOURCES MANAGEMENT 21 – Certificated Staffing

Date: Feb. 11, 2003 Revised: Nov. 23, 2016 Responsible Administrator: Associate Superintendent; HR

3.0 GUIDELINES

Staffing Timelines

- 3.1 In January, the Associate Superintendent, Human Resources, will seek information from those teachers on leave of absence to determine their intentions for the subsequent school year.
- 3.2 In February, the Associate Superintendent, Human Resources will provide program planning templates to principals.
- 3.3 In February, the Associate Superintendent, Human Resources will direct a communication to teachers to determine any teacher initiated transfer requests.
- 3.4 Principals will provide the Associate Superintendent, Human Resources with projected teacher requirements for the subsequent school year by the end of March using the planning templates provided as per 3.2 above.
- 3.5 At the end of March, Human Resources will request information from teachers to determine who will be resigning.
- 3.6 In mid-April, the Associate Superintendent, Human Resources will call a meeting of principals to share teacher transfer requests and attempt to accommodate requests.
- 3.7 By the end of April, principals will provide continuing contract teachers with written tentative teaching assignments for the subsequent school year.
- 3.8 During the first week of May, available contracts will be offered to temporary contract teachers.
- 3.9 By mid-May, letters of regret will be sent to temporary contract teachers for whom no position is projected to be available in the subsequent school year.
- 3.10 By mid-May, advertising to fill expected teacher vacancies will begin.
- 3.11 After the May 31st resignation deadline, Human Resources will hire to fill any new vacancies caused by resignations.

References:	Board Policy:	E/I/1	– Staffing Policy
		E/I/8	– Certificated Staffing
		E/III/3	– Educational Leaves of Professional Staff
		C/4	– Superintendent of Schools
	School Act:	Section 107	



HUMAN RESOURCES MANAGEMENT 21 – Certificated Staffing

Date: Feb. 11, 2003 Revised: Nov. 23, 2016 Responsible Administrator: Associate Superintendent; HR

3.12 In June, the Associate Superintendent of Human Resources will send letters to those staff members who requested a transfer and did not receive a transfer.

Reduction in Teaching Staff

3.2 Should the Division deem a reduction in the number of certificated staff be warranted, it will endeavor first to effect reduction through voluntary attrition.

3.2.1 Teaching staff reduction would be completed first through voluntary resignation, retirement, voluntary leave of absence and voluntary changes in employment status (i.e. full time to part time).

3.3 If voluntary attrition does not result in the certificated staff reduction, then the Division will endeavor to effect reduction through the transfer of staff to other available assignments.

3.3.1 Primary factor for determining teacher transfers will be the viability of educational programs available for students in the surplus school and in the potential receiving school. School administration will be consulted in determining which transfers will result in the best educational programs.

3.3.2 Student and program needs, and not employee seniority, will be the primary criteria for enacting transfers due to teacher reduction.

3.3.3 All other factors being equal, seniority may be considered when making decisions about teacher transfers.

3.4 If reduction cannot be fully achieved through voluntary attrition and/or transfer to other assignments, the Division will endeavor to effect reduction through termination of contracts of employment. The following criteria will be utilized to determine which contracts will be terminated:

3.4.1 Teachers on temporary contracts.

3.4.2 Teachers on probationary contracts.

3.4.3 Notwithstanding the above, teachers on temporary or probationary contracts may be retained and continuous contract teachers released if the teacher with a temporary or

References:	Board Policy:	E/I/1	– Staffing Policy
		E/I/8	– Certificated Staffing
		E/III/3	– Educational Leaves of Professional Staff
		C/4	– Superintendent of Schools
	School Act:	Section 107	



HUMAN RESOURCES MANAGEMENT 21 – Certificated Staffing

Date: Feb. 11, 2003 Revised: Nov. 23, 2016 Responsible Administrator: Associate Superintendent; HR

probationary contract possesses specialty training and/or experience. These specialty areas include, but are not limited to second languages, inclusive education, Logos, counselling, and Career and Technology studies.

- 3.4.4 Program considerations and the ability of the teacher to adequately handle a specific teaching assignment will be taken into account when determining if a teacher, whose contract of employment is being considered for termination, will be reassigned to a vacant position.
- 3.4.5 With all things being equal, seniority based on years of service to Sturgeon School Division will be considered when determining which contracts of employment are to be terminated. Years of service are counted from the date a continuous contract was signed and include maternity leaves, sick leaves and educational leaves approved by the Board of Trustees under Policy E/III/3 – Educational Leaves of Professional Staff.
- 3.5 The termination of teacher contracts will be carried out with due regard to the requirements of the School Act.
- 3.6 The Board of Trustees delegates to the Superintendent the authority to suspend and terminate the services of certificated staff.

References:	Board Policy:	E/I/1	– Staffing Policy
		E/I/8	– Certificated Staffing
		E/III/3	– Educational Leaves of Professional Staff
		C/4	– Superintendent of Schools
	School Act:	Section 107	