

**Rationale**

The financial resources of the school are subject to changes due to unforeseen circumstances (e.g. reduction of funding, sudden decline in enrollment or emergent issues). One of the options that may alleviate difficulties is the reduction of staff.

**Policy**

A school may reduce the number of support staff to best meet the needs of students and the viability of the school.

**Regulations**

1. The principal in consultation with the superintendent will prepare a staffing plan to meet the needs of the students/school and inform the school council. When the proposed restructuring is under consideration the positions shall be identified but not the personnel for those positions. Employees may be provided with the opportunity to express their preference.
2. Once the restructuring plan has been developed it will be shared by the principal with the staff.
3. Criteria for the positions include (in no specific order):
  - operational needs of the school
  - Catholicity of the personnel
  - qualifications: training and experience
  - level of performance as determined by performance evaluations.
4. Personnel displaced by the restructuring may be the first called for substitute work or for future suitable employment.
5. Severance arrangements may be required in some instances to comply with Employment Standards Act and contract terms. Principal and school council chair must consult with the superintendent prior to implementing the staffing plan.

<b>References:</b>	<b>Date:</b> August 2023
	<b>Revisions:</b>