Living Sky School Division No. 202

Administrative Procedure Manual

Procedure Name: Staff Reductions			
Procedure Type:	Human Resources	**Implementation Date:**	JAN 1, 2006
Procedure Number:	5.09	**Last Revision Date:**	JUN 8, 2026
AP Owner	HR Administrator	**Last Review Date:**	JUN 8, 2026
Legal Reference(s):	*The Education Act – s. 85, 87, 175, 210, 213, 215, 216* *The SK Teachers' Provincial CBA* *CUPE Local #4747 CBA* *SK Employment Standards*		

Background

Living Sky School Division (LSKYSD) may periodically experience excess or redundant staffing situations due to changes in enrollment, funding, programming needs, organizational priorities, or other unforeseen circumstances. When staffing reductions or adjustments become necessary, the director or designate will apply the guidelines outlined in this Administrative Procedure to support fair, consistent, and operationally responsive staffing decisions.

Scope

This Administrative Procedure applies to staffing reduction, redeployment, reassignment, and redundancy considerations involving full-time and part-time permanent and temporary employees of LSKYSD.

Definitions

Programming is the educational services, courses, grade configurations, supports, and instructional delivery required to meet student and organizational needs.

Supervisor is the individual with direct responsibility for overseeing staffing, operational, and program needs within a school, department, or worksite. This may include a principal, superintendent, service lead, or designate.

Surplus Staff Member is an employee whose position is no longer required due to enrollment changes, programming needs, budget reductions, organizational restructuring, or other operational circumstances.

Teacher Suitability is the degree to which a teacher's qualifications, experience, demonstrated performance, adaptability, and professional competencies align with current and anticipated programming and organizational needs.

Teacher Versatility is a teacher's ability to effectively teach across multiple subject areas, grade levels, student needs, or program contexts based on certification, qualifications, experience, and demonstrated capacity.

Teaching Service is teaching service as defined in the applicable Provincial Collective Bargaining Agreement and expressed in full-time equivalent years.

Roles & Responsibilities

Supervisors

- will annually review and plan staffing and resource requirements to align with student enrollment, programming, operational needs, and the Division's budget planning cycle. Initial staffing reviews will occur by March 31, with a secondary confirmation review completed by June 30. Supervisors will continue to monitor staffing needs throughout the school year to ensure staffing levels remain responsive to changing circumstances.

School Administrators

- will examine, review, and confirm school-based staffing needs in collaboration with their assigned Superintendent, ensuring staffing levels align with enrollment, programming, and student needs.

Human Resources

- will establish and communicate standard processes, timelines, and supports for the review of staffing and resource needs and will support the consistent application of this Administrative Procedure.

Procedures

1. **School-Based Teaching Staff**

   a. General

      i. When a teaching position is no longer required within a school, every effort will be made to reassign the surplus teacher to an appropriate vacancy within the Division in accordance with AP 5.08 Reassignment of Teachers & School-Based Administrators**.**

      ii. The principle of attrition will be considered first. Staffing reductions may be achieved through resignations, retirements, or other natural workforce changes where operationally feasible.

      iii. Consideration will be given to the non-renewal of temporary contracts prior to reducing permanent staffing, where operationally appropriate.

   b. Programming

      i. Every effort will be made to ensure staffing decisions support the effective delivery of required educational programming.

      ii. The human resources administrator, in collaboration with the superintendent, will identify teachers who may be surplus to the needs of the school, giving consideration to the following factors:

         - teacher suitability related to current and anticipated programming needs, including applicable training, qualifications, and experience; and
         - teacher versatility in teaching a variety of subjects, grade levels, student needs, or program contexts.

   c. Years of Service

      i. When the above criteria do not sufficiently distinguish staffing decisions between teachers, teaching service will be the determining factor. Teaching service is defined in the Provincial Collective Bargaining Agreement and expressed in full-time equivalent years. Teaching service will be determined on the following basis, in order of priority:

         - recent uninterrupted service with the Division;
         - the greatest number of full-time equivalent years in total with the Division; and
         - the greatest number of full-time equivalent years in total, excluding time spent as a substitute teacher and time outside of Saskatchewan.

d. Programming Exceptions

i. Notwithstanding the foregoing, where no teacher currently under contract possesses the knowledge, skills, qualifications, or expertise required to meet the needs of a vacant teaching assignment, the Division may provide training opportunities, reassign staff, or hire a qualified teacher to meet programming needs.

e. Division-Level Determination

i. While staffing needs are assessed at the school level, staffing reductions and reassignment considerations are determined at the Division level.

f. Redundancy

i. Where reassignment or redeployment options are not viable, the director or designate may recommend to the Board that a teacher be declared redundant in accordance with this Administrative Procedure. Any resulting termination of employment will occur in accordance with applicable provisions of *The Education Act, 1995* and the Provincial Collective Bargaining Agreement.

2. **School-Based Support Staff**

a. School-based support staff covered by a collective agreement will be considered for redeployment or transfer where operationally feasible. Where redeployment is not viable, layoff or termination will occur in accordance with the applicable collective agreement.

3. **Central Services (Out-of-Scope) Staff**

a. The director or designate, in consultation with department supervisors, will identify positions considered surplus to the needs of the Division. Employees covered by a collective agreement will be reduced in accordance with the applicable layoff provisions of that agreement. For out-of-scope staff, staffing reductions will consider operational needs and the employee's knowledge, skills, qualifications, and expertise.

b. Out-of-scope staff will be terminated in accordance with the terms and conditions of their employment agreement.

Related

5.08 Reassignment of Teachers & School-Based Administrators