

## ADMINISTRATIVE PROCEDURE

**Personnel and Employee Relations**

**Reduction of Support Staff  
Positions**

**PER #11**

**Revised: September 2026**

### **Background**

As a Catholic school division, Christ The Redeemer Catholic Schools (CTR) recognizes the inherent dignity of every person as created in the image and likeness of God and values the important contributions of support staff to the life and mission of our schools. When changes in staffing become necessary, decisions will be approached with fairness, compassion, transparency, and respect for individuals, while exercising responsible stewardship of division resources and maintaining our commitment to serving students and the common good.

CTR's Board of Trustees (Board) recognizes that a variety of factors may necessitate the reduction of support staff positions in a particular school, in a geographic region, or in the school division as a whole. The Board further recognizes its mandate to provide quality education services to students enrolled in various schools and programs operated by the Board within a fiscally responsible framework on both a system wide and school-by-school basis.

The Board has delegated to the Superintendent, or designate, the responsibility for implementing procedures that could result in an employee's employment to be terminated where circumstances warrant a reduction in support staff.

### **Procedures**

1. Annually principals/senior administration shall complete a program assessment or level of acceptable service study to determine staffing needs in each school or department.
2. Principals/senior administration shall, in the event staff reduction is considered necessary, identify to the Superintendent, or delegate, both the number of and the identity of support staff that the Principal/senior administrator recommends as surplus to the needs of the school or department.
3. Based on the above assessment and recommendation, should a reduction in the number of support staff at a particular site or department of the division become necessary, efforts shall be made to affect such reduction through voluntary means and transfers to other positions at other sites or departments.
4. If the reduction cannot be achieved through voluntary means or transfers, the termination of contracts of employment shall become necessary.
5. The following criteria shall be used to determine which contracts of employment shall be terminated:
  - 5.1. Appropriateness of academic and experience qualifications and the application of such qualifications to the needs and programs of the schools and departments of the division. Every effort shall be made

to maintain appropriately qualified staff to assist in the delivery of core educational programs approved by the division.

5.2. Where qualifications, experience, and program needs are deemed equal then years of service with the school and division shall be the determining criterion.

6. Any staff deemed redundant shall be informed of the recommendation of the termination of their contract and shall be provided a minimum of two weeks' written notice or pay in lieu of and provided with a Record of Employment as directed by Alberta Labour Law.
7. Recall is considered on a case-by-case basis and is dictated by current staffing requirements at any given location.