

Staff Reduction Support Staff

Background

The Prairie Land Public School Board of Trustees may find it necessary to reduce the number of support staff employed.

First the Board will endeavour to affect such reduction through voluntary attrition, such as:

- Resignation.
- Leave of Absence.
- Job Sharing.
- Placing Staff on Part-Time Contracts.
- Retirement.

If reduction of support staff cannot be achieved through voluntary attrition, the Board will endeavour to effect reductions based on the qualifications and experience that best meet the needs of Prairie Land Public School Division.

Procedures

1. The Superintendent will provide written notice of termination to affected employees.
2. For unionized support staff, all procedures related to termination, including notice, will be carried out in accordance with the applicable collective agreement.
3. For non-unionized support staff, termination procedures, including notice requirements, will comply with the provisions set out in relevant Prairie Land Public School Division Administrative Procedures and the *Alberta Employment Standards Code*.

Approved: September 2016
Reviewed: August 2023
Revised: September 2023
March 2026