



POLICY: GCPA
SUBJECT: REDUCTION IN WORKFORCE
APPROVAL DATE: December 8, 1987
REVISION DATE: November 3, 2003
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1. GENERAL

- 1.1 The Winnipeg School Division recognizes that employment security is important to employees and to the continuity of operations and services. Recognizing the value of employment security, where the complement of staff must be reduced, this will first be accomplished wherever possible, through attrition.
- 1.2 Where attrition is not a viable method for reducing the workforce, the length of service and performance of employees along with employment equity criteria will be important considerations. Throughout the staff reduction process employees will be treated in a manner which is consistent and humane. The dignity and worth of each individual will be respected at all times.
- 1.3 This policy applies exclusively to administrative 1-20 group and non-management union exempt staff.

2. EMPLOYEES COVERED BY COLLECTIVE AGREEMENTS

- 2.1 The provisions regarding a reduction in the workforce contained in collective agreements shall apply to bargaining unit employees.

3. RESPONSIBILITIES

- 3.1 The Human Resources Department is responsible for coordinating the staff reduction process, providing guidance on issues related to termination and ensuring that all staff reductions are accomplished within the policies of the Division and all legal requirements.
- 3.2 Superintendents and Department Directors shall make recommendations to the Chief Superintendent regarding staff reductions.
- 3.3 The Chief Superintendent shall make recommendations to the Board of Trustees regarding staff reductions.
- 3.4 The Board of Trustees shall authorize all staff reductions.

4. PLACEMENT OF SURPLUS STAFF

- 4.1 The Superintendent or Department Director shall discuss opportunities for placement elsewhere within the Division with the Director of Human Resources.
- 4.2 Appropriate retraining of staff will be considered where appropriate as an aid to the placement of staff in alternative positions.

5. ATTRITION

- 5.1 Whenever possible attrition will be considered as an alternative to termination of employment.
- 5.2 As an alternative to termination consideration may be given to discussing retirement options with the employee.

6. NOTICE OF TERMINATION

- 6.1 In circumstances where employment must be terminated, the Division will provide reasonable notice of termination.
- 6.2 When termination of administrative 1-20 or union exempt employees becomes necessary, each case will be dealt with on an individual basis.