



## **LAY-OFF – SUPPORT STAFF**

Frontier School Division strives to provide a secure working environment and continuity of employment for employees. However, there are circumstances such as financial limitations, declining enrollments, changing demographics and/or adjustment of needs in a department that may result in the discontinuance of positions, non-renewal of contingent positions (dependent upon funding) and the necessity to lay-off employees.

Where it is necessary to reduce or alter positions, the Division will be as fair and equitable as possible in reducing staff size. The need for care and understanding is recognized by the Division and it is expected that employees are willing to make reasonable adjustments to avoid lay-offs.

Where it has been determined by the Division that lay-offs must occur, the procedures outlined in the attached regulations and appropriate legislation governing lay-offs shall be followed.

Adopted September 1, 2009		
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The procedures below shall be followed if lay-offs must occur.

### 1. Notice

When a lay-off must occur, the affected employee shall be provided written notice of lay-off. Information on any employee-paid benefits that may be available to employees while on lay-off shall be provided to the employee by the Human Resources Department with the lay-off notice.

### 2. Order

Subject to the employee's qualifications, skills and ability to perform the work, employees shall be laid off in reverse seniority order within each classification affected. Reverse seniority order means that the most recently hired employee within the classification shall be laid off first.

### 3. Location

Lay-off and recall are school/office and community specific.

### 4. Recall Procedures

#### a. Recall List

Employees who are laid off shall be placed on a recall list for each school/office and community where the lay-offs occurred. The employee is responsible for keeping schools, area offices, and the Human Resources Department advised of their current address and telephone number. The employment relationship shall be discontinued if an employee has not been recalled within twenty-four (24) months.

#### b. Application for Division Vacancies

An employee on the recall list is eligible to apply for any vacant position advertised within the Division.

#### c. Recall Order

When a vacancy occurs at a work site (school, office or other location) in a community, employees shall be called back in seniority order within each classification, provided the employee has the training, academic qualifications, experience, and/or ability which is required for the available position.

**d. Recall Refusal**

- i. An employee on the recall list may turn down a recall once only.
- ii. In extenuating circumstances, a refusal may be accepted. Such circumstances include:
  - medical reasons,
  - contractual obligations (instances where an employee is contractually locked in to other paid employment),
  - mutual agreement between the employee and the Division.

Information: [The Employment Standards Code](#)

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