



CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

HUMAN RESOURCES TEACHER LAY-OFF – 407

Rationale

All CISKD schools are mandated to provide the best possible educational program for students and to treat all employees with justice. The Lay-off procedure should provide opportunities to laid-off teachers to be reinstated.

Policy

When the decision for non-renewal is due to economic/financial reasons, Local School Committees and Pastors of schools, with the input of the principal, shall examine the educational program, mission of the school, and retain those teachers required to provide the best possible instructional program.

The decision for teacher lay-offs will be based on which teachers are best able to provide for the needs of the educational program and the mission of the school, not on years of experience, age or gender.

Procedure

1. In the event of a prospective reduction of the number of professional teaching positions the principal will advise the Superintendent of Schools as soon as it is aware that the services of some teachers may not be required for operational reasons.
2. The Superintendent of Schools will meet with the Principal, and the Pastor/Parochial Administrator, and develop a plan for reducing the number of professional teaching positions.
3. When it has been determined that a teacher's contract will not be renewed, the principal shall notify the teacher as soon as possible, thereafter.
4. If circumstances change, (enrolment increase) this teacher may be reinstated, on condition that the teacher meets the needs of the position.
5. If more than one teacher is laid off, and circumstances change, the teacher that meets the needs of the school will be reinstated.
6. In determining which teachers to release, or to be reinstated, the employer will consider the following factors:
 - a. Catholicity
 - b. Operational needs and requirements of the school.
 - b. Seniority
 - c. Qualifications
 - d. Related teaching experience.
7. The final decision on who is to be laid off is the responsibility of the Superintendent.

References

Policy 403 – Hiring and Appointment of Teachers

Date Approved: IP June 2023
Date(s) Revised: