



Administrative Procedure 5120

Reduction in Workforce

Board Governance Policy Cross Reference: [1](#), [12](#), [13](#), [14](#), [15](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

[BTA Collective Agreement](#)

[CUPE Collective Agreement](#)

Date Adopted: January 2007

Amended: December 2017

After reviewing all areas of budget, the Division may decide that staff reductions are necessary. Reductions may be required but are not limited to any one or a combination of the following reasons:

- decline in student enrollment;
- financial restrictions;
- reorganization;
- closing of a facility;
- expiration of a special grant;
- student educational needs;
- changing programs and/or funding, delivery of programs or position abolishment; and/or
- unforeseen events and events beyond the control of the Division.

The application of these procedures will be for the Division as a whole rather than by individual work sites and shall be based upon the needs of the Division. In applying the reduction in workforce plan, the administration shall provide an effective staff capable of operating the Division and accomplishing the goals of the Division to the greatest extent possible. The reduction in workforce plan shall be administered in a fair and equitable manner and in accordance to any language in respective collective agreements.