Surplus Staffing Process

Sept/ Oct.

Provisional staffing figures
School receives provisional staffing figures at the end of term 3, with required reduction from MOE

Principal informs staff of required reduction and tries to meet it by **Attrition**

Reduction not met

Reduction met

Nov.

Principal calls for
Volunteers
Employer decision is final

Volunteers choose <u>one</u> of the following 3 options:

Long Service Payment

Supernumerary employment

Retraining

Reduction met

Paid 1 March
(Supernumerary until this date)

Commencing 28 January

Nov.

Reduction not met

Curriculum and Pastoral Needs Assessment (**CAPNA**) document prepared and given to staff for feedback

Surplus Staffing Meeting (with PPTA nominee)
Meeting is in two parts. Provisional decisions made followed by an adjournment and then meeting reconvened to make final decisions
(Meeting must be concluded by 27 November)

The adjournment is to allow for consultation with staff identified in the provisional decisions.

Reduction met

Jan.

Surplus positions disestablished 28 January
(Notice given by 27 November)

Surplus teachers choose <u>one</u> of the following 4 options:

Long Service Payment

Severance Payment

Supernumerary employment

Retraining

Payment on 1 March
(Supernumerary status until that date)

30 school weeks

40 school weeks

Commencing 28 January