

CAPNA MEETING FLOW CHART
A summary

CAPNA MEETING

- 1) Introduction of those present
- 2) The Principal outlines the situation and the extent of the need for staffing reductions. The CAPNA document is gone through with explanations and clarifications where needed.
- 3) The meeting confirms any reductions by attrition, non-renewal of any fixed term positions and acceptance of any voluntary offers
- 4) Disestablishment of positions
 - (a) Identification of curriculum and pastoral areas where the reduction might be necessary.
 - (b) Identification of positions which might be considered for disestablishment.
 - (c) Provisional determination of positions to be disestablished.
- 6) Reduction in units.
 - (a) Check through descriptions and information on CAPNA distribution of units.
 - (b) Consideration of the balance of units between administrative, curriculum and pastoral needs.
 - (c) Identification of units which might be affected.
 - (d) Provisional determination of positions to be reduced in status.
- 7) Reduction in SMAs and MMAs (Similar process to unit reductions)



ADJOURNMENT

The CAPNA Meeting is adjourned to allow for consultation with identified staff. Consultation will be with staff identified in the provisional decisions. We anticipate the principal would be given the delegated authority to undertake the consultation. The length of the adjournment will depend in large part on the number of staff identified in the provisional decisions.

Identified staff will have the right to:

- (i) information about the provisional decision
- (ii) comment on the information to their employer before the final decision is made
- (iii) have any new information submitted considered by the CAPNA subcommittee
- (iv) representation during this consultation process



CAPNA MEETING RECONVENED

The CAPNA meeting is reconvened to consider any new material and to then make final decisions.

Affected staff are notified.