

HUM-001-022

Strathcona County
Municipal Policy Handbook

Classified Staff Position Abolishment/Reduction

Date of Approval by Council: 04/18/90; 08/24/99**Resolution No:** C-58/90; 552/99**Lead Role:** Chief Commissioner**Replaces:** 40-44-017**Last Review Date:** November 17, 2006**Next Review Date:** 11/2009**Administrative Responsibility:** Human Resources

Policy Statement

County Council, after reviewing all areas of its service delivery requirements, may find it necessary to reduce the total classified staff complement by position abolishment and/or staff reduction.

Guidelines

1. Position abolishment/staff reduction shall be utilized only when normal attrition and redeployment of staff does not provide sufficient reduction in staff to meet the organizational requirements of the department.
2. The employees within the department shall be declared surplus based on job classification in accordance with the following criteria:
 - a) Position necessity based upon special training, job expertise and needs of the department.
 - b) Competency in performing job duties from performance appraisal reports.
 - c) Seniority with Strathcona.
3. An employee affected by a reduction in hours may choose to remain in the position at the reduced hours or may choose to be declared surplus.
4. The employer shall give a permanent employee at least one month prior written notice that his/her position is to be abolished.
5. During the period of notice of position abolishment the employer will allow the affected employee a reasonable amount of time off with pay in order to be interviewed by prospective employers.
6. If the staff of any department is increased within one year following the staff reduction, staff qualified for the positions will be rehired in accordance with the criterion used in determining staff reduction.
7. Employees declared surplus will be kept on a surplus list for up to one year and will be eligible to apply for both internal and external competitions advertised by Strathcona.