

Section:	Human Resources
Policy:	4.11
Revised:	April 2023
Approval:	Motion #375

4.11 Staff Recall

1. Purpose

In the event Kootenay Christian Academy (KCA) must reduce a number of employees due to a substantial decline in its financial position to the extent that the ongoing, sustainable operation of KCA is in jeopardy, staff terminated in this scenario are provided the option of being recalled to employment. The purpose of this policy is to provide guidance and direction in how individuals are reemployed after having had their employment terminated in this circumstance.

2. Persons/Area Affected

All employees of KCA who have been terminated due to the School's substantial decline in financial position to the extent that the ongoing, sustainable operation of the School is in jeopardy.

3. Principles

- 3.1. The educational needs of the students and the administrative requirements of the School shall be the deciding factors when determining the staff complement required to operate the school effectively.
- 3.2. The skills, knowledge, abilities and experience of staff and past employees will be the determining factors when determining who may be the best fit for an available position within the School. An employee's length of service with the School will be considered in the event these factors are equal amongst multiple staff.
- 3.3. Upon termination of employment due to the School's substantial decline in its financial position to the extent that the ongoing, sustainable operation of the School is in jeopardy, terminated staff will be advised of and provided with a copy of KCA's Staff Recall Policy
- 3.4. The eligible period of recall to employment with KCA shall be 12 months from the date of termination of employment.

4. Definitions

4.1. **Staff Recall:** employees terminated due to a substantial decline in the financial position of the School to the extent that the ongoing, sustainable operation of the School is in jeopardy shall be provided with the opportunity to be reemployed with the School as per KCA's Staff Recall Policy.

1.1.

4.2. **Staff Recall List:** The list of names of terminated employees who have chosen to be considered for reemployment within 12 months of their date of termination.

5. Responsibilities

- 5.1. **The Principal** is responsible for ensuring the creation and maintenance of the Staff Recall List and for ensuring the process for reemployment of terminated staff is conducted in a fair and objective manner.
- 5.2. **Terminated Employees** are responsible to self-select to be on the Staff Recall List and are responsible for keeping the School up to date with their current contact

information and any other relevant information that may be relevant to their reemployment with the School.

6. Process

6.1. Staff Recall List

- 6.1.1. The Principal will ensure the creation and maintenance of the Staff Recall List. The eligible time frame for a recall to employment is 12 months from the date of termination.
- 6.1.2. At the time of termination, staff must advise the School of their wish to be placed on the Staff Recall List for consideration for re-employment. Those on the Staff Recall List may also provide written notification of their wish to withdraw their name from the Staff Recall List at any point in time.
- 6.1.3. Terminated staff must complete the Recall to Employment Information Form (Appendix A), providing the School with an understanding of their skills, knowledge, abilities and experience and ensure the School is updated if there are any changes to the information provided.
- 6.1.4. Those on the Staff Recall List are responsible for ensuring their contact details are current, be contactable and must be available to participate in any selection process required by the School to assess suitability for available roles.
- 6.1.5. If a terminated employee on the Staff Recall List is not offered reemployment within 12 months of their termination date, the School will notify the terminated staff in writing of the fact that they will no longer be considered for reemployment under the terms of the Staff Recall Policy and their name will be removed from the Staff Recall list.

7. Reemployment Process

- 7.1. The Principal will put in place procedures to ensure current staff and terminated staff on the Staff Recall List are given first consideration for any vacant positions prior to considering external candidates.
- 7.2. Where the need for staffing arises as the School experiences growth and recovery, consideration will be given in the first instance to currently employed staff who had previously reduced their hours or had taken a reduced position due to the School downsizing.
- 7.3. After current employees, consideration for employment in vacant positions will be given to those on the Staff Recall List who meet the skills, knowledge, abilities, and experience requirements of the position. Length of service with the School will be considered in the event these factors are equal amongst multiple people.
- 7.4. An objective process for determining which individual has the best set of skills, knowledge, abilities, and experience for an available position should be undertaken. This process can include practices such as resume reviews, a review of past performance assessments and/or a selection process involving interviews and work assessments.
- 7.5. Individuals offered reemployment must meet the requirements of the Criminal Record Check process and any other certification requirements of their position. A new employment contract will be offered to the individual. Those offered a position with the School must be available to commence in the new position within a reasonable timeframe and failure to do so may result in the offer of reemployment being withdrawn and the position given to the next suitable person.

