



ARCHDIOCESE OF REGINA

Policy Name:	Reduction in Workforce	Number:	S6-2
Policy Type:	Management of Staff	Date Approved:	February 2017
Legislation:		Date Revised:	

Policy Statement: Conditions may arise in the Archdiocese of Regina that necessitate a reduction in the Archdiocese's workforce. The reasons for workforce reduction may include but is not limited to financial constraints, changes in priority, and/or reorganization.

- Procedure:**
- a) Under the auspice of the Archbishop and in consultation with the administrators of the Archdiocese of Regina, it may be deemed that a reduction in the workforce is required.
 - b) The administrator responsible for Human Resources will create a plan in consultation with the Archbishop and the Archdiocesan Administration team as to how to implement the reduction in the workforce. The Archdiocesan Administrative team may consist of the Vicar General, Chancellor, Archdiocesan Judicial Vicar, Financial Officer, Director of Pastoral Services, Director of Organization and Development and Director of Personnel and Human Resources.
 - c) Once it is determined which position(s) is (are) reduced, it will be explored if there is (are) other position(s) or a possible reduction in hours for the employee(s) in the position(s). In determining whose position or hours will be reduced, consideration will be given to individual employee's qualifications, experience and years of service to the Archdiocese.
 - d) The employee whose position is eliminated or reduced in hours will be informed in person by the administrator responsible for Human Resources. The employee will be given the length of notice required by legislation. Depending on the years of service, the employee may be offered a severance package.
 - e) Policy S6-8 - Termination of Employment will be followed if the employee is faced with job elimination.

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