

Policy Subject REDUCTION IN FORCE POLICY	Location Code 403.4	Adoption Date 3/10/97
	Rescinds/Amends	Adopted

A reduction in force shall consist of a reduction of one or more positions or a reduction in the percentage of employment of one or more certificated employees even if the number or percentage of employment of the certificated staff overall may be increased by other hiring or increases in the percentage of employment/other employees. Reduction in force may result in termination of employment, an amendment to the employee's contract reducing the employee from full-time to part-time status or an amendment to the contract of a part-time employee further reducing that employee's percentage of employment.

Before a reduction in force shall occur, it shall be the responsibility of the board of education and school district administration to present evidence demonstrating that a change in circumstances has occurred necessitating a reduction in force. Any change in circumstances must be specifically related to the employee or employees to be reduced in force.

Due to the confidential and unique personal working relationship necessary between the administration certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school district.

Probationary employees will be reduced before tenured employees if the tenured employee is qualified to perform that assignment by reason of certification and endorsement or , where certification is not applicable, by college credits in the teaching area.

Each employee is responsible for filing additional endorsements and changes of address with the superintendent's office on or before March 1. The employee's new endorsement will not be considered in a reduction in force if the employee fails to file it on or before March 1.

Employees will be reduced on the basis of what is good for the school district as determined by the board of education. The criteria used by the board of education are as follows:

1. Employee certification and endorsements will be compared in light of the program to be offered by the district.
2. Is currently assuming extra responsibilities in coaching , and/or sponsorship of special program(s) offered by the school district.
3. Recommendation from the supervising administrator that includes, but not limited to, evaluations (when applicable) and contributions to the total school program.
4. Special qualifications needed by a building or the school district.
5. Any other factor that can be related to the best interest of students, the school, or the school district.
6. Employee attainment of an advanced degree(s) from an accredited university or college.

The weight each criterion carries is determined by the Board of Education.

Dismissal with Honor and Recall

An employee who has been terminated because of reduction in force shall be considered to have been "dismissed with honor." Upon the employee's request, the administration will provide the employee with a letter to this effect.

An employee who has been terminated because of reduction in force has preferred rights to reemployment for twenty four months, commencing at the end of the contract year. The employee has a right to be recalled to any position for which he or she is qualified to teach by endorsement or college preparation. Recall to service will be on the basis of length of uninterrupted service to the school district. Uninterrupted service shall be defined as the number of continuous full-time equivalent years of employment in the district as a teacher. A full-time equivalent year is defined as employment on a full-time basis for an entire year. Less than full-time employment would reduce the teacher's full-time equivalent employment for a school year. For example, a teacher employed on a half-time basis would be credited with half a year of full-time equivalent employment. A break in service will terminate a teacher's uninterrupted service under this provision. That period of time when a teacher is on a leave of absence shall not constitute a break in service; however, any years of absences or fractions of years of leave of absence will not count as years of employment for the purposes of determining the length of a teacher's uninterrupted service.