

REDUCTION-IN-FORCE POLICY

The Board of Trustees of School District #291 has the obligation and responsibility to discontinue programs and reduce staff to operate within constraints of its financial capabilities. .

The Board has the sole and exclusive authority to determine the appropriate number of certificated employees and to eliminate certified staff positions consistent with the provisions of the State law. A reduction of certified employees may occur as a result of, but not be limited to the following examples or from other conditions necessitating reductions:

- 10. Decrease in student enrollment
- 10. Changes in curriculum
- 10. Financial conditions or limitations of the District

The need for implementation of a Reduction in Force and/or the elimination of certificated positions is left to the sole discretion of the Board provided however, that no such decision shall be made solely on consideration of seniority or contract status.

PROCEDURE

1. Determination of Vacant Positions:

The District will determine, as accurately as possible, the total number of certificated staff members leaving the District for reasons of retirement, family transfer, normal resignations, leaves, discharge or non-renewal, etc., and these vacancies will be considered to determine the number of lay-offs required.

Vacant positions will be filled by transferring currently employed staff members within the District unless by reasons of certification training and/or experience, no qualified person is available.

2. Leave of Absence:

In addition, other reductions shall be made by inviting staff members with at least one (1) year of experience to apply for one (1) year leave of absence without pay. The Superintendent shall recommend favorable action by the Board for any applicant if the granting of such leave would eliminate the necessity for lay off or contract non-renewal. Any staff member taking such leave of absence shall be entitled to re-employment by the District following the expiration of the leave period unless such person would otherwise have been laid off or contract non-renewed under these staff retention procedures, in which case the staff member shall be placed in the employment pool established in these procedures and be subject to re-employment as therein provided. Staff members taking one (1) year leave of absence shall be responsible for providing the District with their mailing address and any changes thereof during their leave period. Any staff member entitled to re-employment following the expiration of the staff member's one (1) year leave of absence shall continue to be subject to the provisions applicable to state law, and

the provisions of the applicable staff retention procedures in the same manner as if actually employed by the District during the leave period. Employees provided leaves of absence as herein provided shall be entitled to participation in District sponsored benefit programs as set forth in paragraph 7D.

3. Employment Categories:

The categories and specialties established for employment will be according to current State of Idaho certification requirements, and District requirements.

4. Retention of Employment Category:

Each certificated staff member will be considered for retention in the category or specialty appropriate for which they have been contracted. Certificated staff members may also apply for retention in additional categories, specialties, and subject matter areas in which they are not teaching, but are currently certificated to teach with proper State endorsement and experience.

All requests for consideration in additional categories and/or specialties shall be submitted in writing within five (5) working days after formal Reduction-In-Force notification has been received.

In the event an instructional program or service is entirely discontinued by the Board and the person(s) employed therein are not certificated to work in another position, then by necessity, that person(s) will be laid off or contract non-renewed regardless of seniority within the District.

5. Selection Within Employment Categories:

Certificated staff members shall be considered for retention in available positions within the categories or specialties for which they qualify under paragraph 4 hereof. In the event that there are more qualified staff members than available positions in a given category or specialty, the criteria used to determine which staff members shall be recommended for retention is solely based on the Total Score from the RIF Criteria Form. See 5740F

6. Action by Superintendent:

The provisions of paragraphs 1 through 5 above shall be implemented as soon as possible after the identification of the need for the reduction in force.

7. Employment Pool:

- A. All certificated staff members who are not recommended for retention in accordance with these procedures shall be laid off or contract non-renewed and placed in an employment pool for possible re-employment during the first school year immediately following his or her placement in the employment pool. Employment pool personnel will be given the opportunity to fill open positions with the categories or specialties identified in paragraph 3 for which they are qualified under paragraph 4. If more than one such staff member is qualified for

an open position, the criteria set forth in paragraph 5 shall be applied to determine who shall be offered such a position.

Any staff member wishing to remain in the employment pool for a second year shall notify the Superintendent or designee in writing between January 1 and March 30 of his or her first year in the employment pool. If such notification is not received, the name of any such staff member shall be dropped from the employment pool.

- B. When a vacancy occurs for which a person in the employment pool qualifies, notification from the District to such individual will be by certified mail or by personal delivery. Such individual will have five (5) calendar days from the receipt of the letter to accept the position. If an individual in the employment pool fails to accept a position for which he or she is eligible, such individual will be dropped from the employment pool, and the next eligible employee will be notified.
  - C. The personnel file of any person taking a “special leave of absence” shall be amended to reflect that status and all references to the non-renewal of such staff member’s contract shall be removed from the staff member’s personnel file. Personnel taking a “special leave of absence” shall enjoy the same rights and privileges applicable to the case of other leaves of absence without pay.
  - D. A year by definition will commence with termination notice and end September 1 of the following calendar year.
8. By November 15<sup>th</sup> of each school year, the District will compile, print and distribute a seniority list. This list will include years of service and current contract assignment.
- A. Any staff member wishing to challenge the list has ten (10) working days to appeal to the Superintendent.
  - B. Any changes resulting from a challenge will result in a new list and challenge cycle as in 8A above.

9. Selection of Administrators:

Administrators shall be considered for retention in available positions within the categories for which they qualify. In the event that there are more qualified Administrators than available positions in a given category, the board will select the administrator to fill each position.

It is recognized that certificated staff members of the District, holding administrative or supervisory positions covered by this policy, may be eligible for retention in one or more of the teaching vacancies (should their position be eliminated) by the same seniority listing with other certificated persons.

10. Support Personnel Adjustment and/or Reduction:

To affect a reduced or modified educational program, in positions involving non-certificated employees, the board will first attempt to make necessary adjustments by reducing the daily hours to be worked for positions affected.

If it becomes necessary to eliminate the positions, those non-certificated employees to be retained will be selected by competence in carrying out assigned responsibilities.

11. Affirmative Action and Grievance procedures are available to staff members who feel their due process procedures were not honored as to this policy.

Policy History:

Adopted on: 061107

Revised on: 091718

Prior Board Policy: GBKA