

SAMPLE REDUCTION IN FORCE REGULATIONS

In the event a reduction in force becomes necessary because of insufficient or reduced school system revenues, reductions in the number of students in a school or a program, expiration of grants, or other conditions that might result in a decreased need for personnel, the following procedure will be followed.

Reductions in school personnel will be determined on a school system basis, not an individual school basis, except that employees employed in programs funded through special grants or special sources of funding shall be evaluated for reduction based on the resources and needs of those programs.

Employees will be evaluated for reduction in the following categories:

1. Teachers (and similar certificated employees)
2. Support or Classified Employees
3. Administrators and Supervisors

1. Reduction in Teachers

A. A teacher is defined as someone who holds a current teaching certificate from the Virginia Department of Education, who holds a teaching contract from the Sample County School Board, and who is employed full-time.

B. Reduction of teachers, whether or not under continuing contract, will be based on the following factors: seniority, teaching experience, performance (as reflected in the employee's last three evaluations), whether the employee is on probation or otherwise under discipline, the areas in which the teacher is endorsed, the athletic and extra-curricular activities the employee leads, and the overall needs of the school system and its students.

C. Seniority is defined as the period of time commencing with the teacher's most recent term of continuous service as a teacher with the Sample County Public Schools, including authorized leaves, but excluding employment under temporary, interim, or part-time contracts. For purposes of this policy only, employees who work 75% of a school year shall be considered to have worked a full year. In the event of a tie, the earliest date of contract offer will define the relevant seniority date.

D. Each teacher in an affected endorsement area or instructional program who is recommended for layoff from that area or program shall have the right to be considered in any other program or instructional area for which the teacher holds a current endorsement. Priority for open positions will be given by applying the factors in (B) above.

E. Released continuing contract teachers shall be offered re-employment as vacancies occur. When a vacancy occurs, the released employee with the most seniority holding the required endorsement will be recalled first. Notice of recall will be sent by certified mail to the address last on record with the school board. It shall be the responsibility of the teacher to notify the school board of any change of address. If the offer of re-employment is not accepted within ten (10) working days, the teacher will be removed from the recall list. Any teacher not recalled within two years shall be removed from the recall list. No teacher shall be eligible for

recall who has signed a contract to teach with another school division from which release cannot be obtained prior to July 15, who has maintained an active teaching certificate, or who lacks the appropriate certification or endorsement.

2. Reduction in Classified Employees

A. Classified or support personnel are those persons assigned full-time to a non-teacher, administrator or supervisory position.

B. Classified employees shall be considered for layoff based on seniority, the least senior person in the district being laid off first.

C. The procedure for layoff and for recall shall be the same as for teachers, except that the primary factor for reduction will be seniority within the school district (not necessarily in the position).

D. An employee recommended for layoff from his or her current position may be considered for lower salaried positions which, in the sole determination of the superintendent, have similar duties, skills and responsibilities as the employee's current position, and for which the employee is qualified.

E. Released employees shall be offered re-employment as vacancies occur in the position which they last held. As positions become vacant, the most senior released person shall be offered re-employment first.

F. A released employee will be removed from the seniority list after two years from the date of release.

3. Reduction in Administrative/Supervisory Personnel

A. This policy does not apply to the superintendent, whose term of employment is established by the school board.

B. Where there is only one person in a position which is being eliminated or reduced, the person holding that position shall be laid off but may be considered for other positions for which he or she is qualified.

C. An administrator or supervisor who achieved continuing contract status in Virginia as a teacher prior to being assigned as an administrator or supervisor, and who is recommended for reduction, shall be considered for any teaching position which he or she actually held as a continuing contract teacher, providing his or her certification and endorsement for that position is still valid.

D. Where there is more than one person in a position classification, the school board on the recommendation of the superintendent shall decide which individual(s) shall be laid off. The primary factors to be considered in making the recommendation shall be the job performance of the individuals, the needs of the school system, and any special qualifications the individual(s) possess.

E. In the event no significant difference among individuals exists after a review of the 3(D) criteria, the recommendation and determination shall be made based upon seniority as an administrator in the Sample County Schools, the least senior being laid off first.

F. An administrator recommended for layoff from his or her position may be considered for other positions which the superintendent determines in his or her sole discretion to have similar duties and responsibilities, and for which the person is otherwise qualified.

G. Released employees shall, for a period of two years, be offered reemployment as vacancies occur in the positions from which they were reduced or laid off.