

## **P4530 CLASSIFIED REDUCTION IN FORCE**

### **BOARD POLICY:**

**The Superintendent of Schools shall have the responsibility for determining the number of classified positions employed by the school district. If the Superintendent determines the need to reduce the number of classified positions, the Superintendent may, at his/her discretion, declare the existence of a reduction in force. In such event, the following administrative implemental procedures shall take full force and effect.**

Administrative Implemental Procedures:

1. The greatest possible reduction shall be accomplished through attrition.
2. The remaining reduction in the number of positions shall be accomplished by layoff.
  - a. The reduction shall be applied to the largest group of classified positions which may be reasonably considered. The Superintendent or designee shall consult with union representatives prior to determining the group or groups of classified positions from which the reduction shall be made.
  - b. Within each specified classified group, classified employees shall be selected by the respective administrator for layoff in the following order:
    - (1) Probationary classified employees within their 90 day probationary period.
    - (2) Classified employees on probation when a reduction in force is declared.
    - (3) Classified employees who are on a Plan of Assistance when a reduction in force is declared.
    - (4) Within each of the above subparagraphs, if two or more classified employees are otherwise equally eligible for selection, employees with shorter lengths of total seniority within the district will be selected before those with longer lengths of total district seniority.
    - (5) Following the above procedures, if two or more classified employees are equally eligible based on total seniority in the district, employees with the shorter lengths of current employment within the position will be selected before those of longer length of current employment.
3. After implementing such a reduction procedure, the list of names of laid off classified employees shall be maintained by the Human Resources Division for two (2) years.
4. Any classified employee who has been so laid off shall no longer be considered an employee and shall have no employee rights or benefits other than those required by law or by this policy.
5. Any classified employee who has been so laid off may retain membership in the Board provided health coverage plan for a period of up to 18 months. However, the Board shall make no contribution and the employee must make advance arrangements for payment of premiums with the Employee Benefits and Insurance Management Office.
6. It is the responsibility of the listed laid off classified employee to keep the Human Resources Division informed of their current contact information, i.e. e-mail address, current address,

and phone number. Additionally, the laid off employee will maintain a current electronic employment application with Human Resources.

7. The named classified employee on the list will be considered an internal applicant. If a classified vacancy occurs within two (2) years for which the named classified employee on the list is qualified, the employee will be contacted to interview for the open position. The usual employment procedures will be followed in determining the fitness for employment.
8. If any classified employee on the list waives recall rights in writing, fails to accept recall to a position for which the employee is qualified, fails to respond within 10 days to a recall notice sent to the latest address furnished to Human Resources Division, or fails to report for duty in the accepted position, the name of such classified employee shall be removed from the list and such classified employee shall have no further recall rights.
9. Any classified employee who is recalled shall regain all employment benefits to which he/she was entitled at the time of layoff. However no benefits may be accrued during the period of unemployment and the classified employee shall be subject to all changes in employment conditions which have been made in the interim.

Administrative Responsibility: Human Resources

Latest Revision Date: August 2010

Previous Revision Date: November 2005 P4530

Reference: Policies and Procedures for Classified Personnel