

**REDUCTION IN FORCE -CERTIFICATED STAFF**

DATES (Adopted/Revised)	GUIDE WORDS
Adopted May, 1980 Revised June, 2006 Revised April, 2009	Certificated Staff Reduction in Force (RIF)

Statement of Philosophy

In any deliberations concerning a reduction in force, partial or full, and/or a reduction in salary of professional employee(s), the Board will study every section of the budget for possible reductions and/or cost savings measures.

The Board of Trustees and the Association recognize that School District #25 exists for the purpose of educating children, and that the classroom teacher plays a vital role in the learning process.

This particular procedure is to be implemented solely in case a reduction in force, partial or full, and/or a reduction in the salary of certificated professional personnel is necessary due to a substantial decrease in enrollment and/or there is a substantial decrease in the educational fund revenues of the school district.

Procedure for Reduction in Force - Certificated Teaching or Other Nonadministrative Contracted Personnel

When, in the opinion of the Board of Trustees, a reduction in the number of certificated teaching and/or other nonadministrative contracted personnel, partial or full, and/or a reduction in the salary of certificated, nonadministrative contracted personnel is necessitated by a decline in enrollment or lack of funds, the following procedure will be followed:

1. The Board shall first declare in an open meeting the existence of a financial emergency and shall discuss at that meeting the reasons for such a declaration. The reasons shall be set forth in the minutes of the meeting. The Board shall hold a public hearing for the purpose of receiving evidence, opinions and news of the general public as to possible solutions to the financial problems facing the district.

The holding of a public meeting and declaration of a financial emergency and the holding of the public meeting, as discussed in this subsection, can occur at the same Board Meeting, so long as such is properly noticed for both to occur in the published agenda for the board meeting. Such declaration and public meeting may also coincide with, and be a part of, any public meeting required of the District to declare a financial emergency pursuant to state statute.

2. The Board shall provide a written notice to the Association setting forth the facts, the Board's decision and its effect upon existing curriculum, plant facilities, and personnel within 30 days after the public hearing.
3. In order to minimize the impact of any involuntary teaching and/or other certificated, nonadministrative contracted personnel reduction, yet at the same time respecting the District's responsibilities to certain curricular

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requirements, the Board will attempt to accomplish the required reduction through natural attrition.

4. In the event that the necessary teaching and/or other certificated, nonadministrative contracted personnel reduction(s) cannot be adequately accomplished by attrition, the Board shall first determine which, if any, programs will be eliminated from the curriculum, including extra-curricular and extra-duty type of assignments. Teachers or other certificated, nonadministrative contracted personnel from programs that are eliminated will have the opportunity to be retained in other areas of their certificate endorsement for which they are highly qualified based on seniority.

Based upon the remaining programs, teachers and/or other certificated, nonadministrative contracted personnel with the required certification endorsements for which they are highly qualified, shall be retained upon the basis of seniority. Seniority shall be established by the date on which such employee executed the contract, considering instructional years only with no consideration for any period of leave of absence. If, between two or more teachers the length of service with the district is equal, the Board of Trustees based on the evaluations and recommendations of the immediate supervisor shall make the determination for retention.

- Priority for program retention shall address High School Graduation Requirements as well as courses of instruction required for retention of accreditation status.

5. Following the considerations outlined in paragraphs #3 and #4 above, the Board may consider reductions in salaries of teachers and/or other certificated, nonadministrative contracted personnel after taking into consideration recommendations from the Budget Committee and the Insurance Committee.

6. Recall Privileges

- a. Recall privileges for certificated teaching and/or other nonadministrative certificated contracted personnel pertain only to staff members who have accrued property rights, i.e. category III or renewable contract status for teachers who have achieved such status.
- b. In the event certificated teaching and/or nonadministrative certificated positions become available, within a two-year period, those persons who are highly qualified shall be offered contracts in the reverse order of their separation. Certificated teaching and/or nonadministrative certificated contracted personnel rehired will retain all documented sick leave and retirement benefits and will be properly placed on the salary schedule.
- c. In the event of multiple years of a Reduction in Force and/or consecutive years of implementation of a Reduction in Force, the last or most recent Reduction in Force recall list shall be the first from which any recall of positions occurs.

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- d. No recall privileges will exist in the situation of a reduction of an extra-curricular program or extra-duty assignment.
  - e. A reduced certificated teaching and/or nonadministrative certificated personnel's failure to respond affirmatively to recall within 15 calendar days after receipt of the Board of Trustees' letter sent by registered mail to the address on file shall result in that name being placed on the bottom of the list of staff to be recalled by the School District.
  - f. When an employee does return to employment with the school district, he/she must meet the guidelines as outlined in the Code of Ethics of the Idaho Teaching Profession adopted by the State Board of Education and be highly qualified.
7. Notification of a reduction in force will be given in accordance with Idaho Code.
8. Reductions in Force include but are not necessarily limited to:
- The reduction of a full time certificated teaching position and/or other nonadministrative contracted position with the District;
  - A partial reduction from full time to a proportion of a full time certificated teaching position and/or nonadministrative contracted position with corresponding reduction in salary (e.g. from a 1.0 FTE to a lesser percentage such as a .60FTE or .30 FTE;) or
  - The elimination of and/or any type of reduction relating to an extra-duty or extra-curricular assignment, including but not limited to, a decrease in duties, decrease in length of duties or decrease in compensation.
  - A reduction in salary imposed pursuant to this procedure.

Procedure for Reduction in Force - Certificated Administrative Personnel

When, in the opinion of the Board of Trustees, a reduction in the number of certificated administrative professional employees, partial or full, and/or reduction in the salary of certificated administrative professional employees is necessitated by a decline in enrollment or lack of funds, the following procedure will be followed:

1. The Board shall hold the same public meeting and declaration as referenced for certificated teaching personnel.
2. In order to minimize the impact of any involuntary administrative staff reduction, yet at the same time respecting the District's responsibilities to maintaining certain educational standards, the Board will attempt to accomplish the required administrative reduction through natural attrition.

Administrative Personnel who are in their first year of employment for the District will be released from their employment, on the basis of seniority, with the District and will not have any recall privileges.

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Administrative Personnel who are in their second and third year of employment for the District (whether in administrative or teaching status) will be reduced, to the extent necessary to meet the reductions sought by the Board, on the basis of seniority. Such individuals will not have right to recall, as administrators only, as detailed below.

Administrative Personnel who are in or beyond their fourth year of employment with the District (whether in an administrative or teaching status) will be reduced, to the extent necessary on the basis of seniority, to meet the reductions sought by the Board. Any administrator with continuing contract status as a District employee beyond three years, who is reduced from his/her position as an administrator as part of a Reduction in Force, will also be considered for retention as a certificated teaching professional in the areas of certification and/or endorsement for which he/she is highly qualified.

Reduction in administrative personnel shall be based upon seniority with the District, including both as an administrative employee and as a certificated teaching professional, where applicable.

As part of the overall Reduction in Force process, subsequent to the determination of open administrative positions occurring as a result of attrition and as a result of Reductions in Force, the Board delegates to the District Superintendent the responsibility for reassigning and transferring administrative personnel to vacant positions for which remaining administrative personnel are qualified.

Notification of a Reduction in Force will be given in accordance with Idaho Code.

Reductions in Force include but are not necessarily limited to:

- The reduction of a full time professional certificated administrative position with the District;
- A partial reduction from full time to a proportion of a full time certificated administrative position with corresponding reduction in salary (e.g. from a 1.0 FTE to a lesser percentage such as a .60FTE or .30 FTE;) or
- The elimination of and/or any type of reduction relating to an extra-duty or extra-curricular assignment, including but not limited to, a decrease in duties, decrease in length of duties or decrease in compensation.
- A reduction in salary imposed pursuant to this procedure.