

REDUCTION IN STAFF WORK FORCE

If a reduction of staff is necessary, the Superintendent will recommend the professional and/or classified positions and/or programs that will be reduced or eliminated. Reductions shall occur under the guidelines outlined below:

A. Definitions

Teacher – Those persons who are regularly employed as a teacher as defined in the regulations of the State Board of Education.

Administrator – Those persons who are regularly employed as an administrator as defined in the regulations of the State Board of Education.

Classified Employee – Those persons who are regularly employed and are not considered to be either a teacher or an administrator.

Contracted Status – Type of contract held, i.e., probationary or continuing.

Endorsements – Specific areas listed on a license that authorize a person to work in a specific subject or grade level or to hold a specific position in Virginia public schools.

Salary Classification – Classifications approved by the school board from which an employee's salary is derived.

B. Order of Reduction

The Superintendent shall recommend to the School Board which individuals should be reduced. The School Board shall decide to accept, reject, or modify the recommendation.

C. Procedures for Reduction

1. In accordance with state statutory notice requirements, the Superintendent or Superintendent's designee shall inform those employees who may be affected by the recommended reduction and of the reasons for such reduction. In determining order of reduction for continuing contract employees, consideration will be given, among other things, to performance, class enrollments, level of education, participation with special projects and extracurricular activities. In determining order of reduction of classified employees, consideration will be given, among other things, to performance, level of education, licenses, certifications, participation with special projects and extra activities.
2. Any employee who is reduced may be offered an assignment to a vacant position within the school building or the school division for which the employee is qualified. The employee's new salary will be based on the position assigned.

3. The selection of personnel to be reassigned from one school or facility to another will be governed by the need to maintain the maximum effectiveness of the facility involved as recommended by the Superintendent and approved by the school board. Should a person refuse a reassignment, he or she will be released from employment and will not be listed for recall.

D. Exceptions

The provisions of this policy shall not apply to employees whose active assignment is essential to the determined effective operation of the school system. The determination of the essential operation of the school program and the determination of the essential personnel shall be recommended by the Superintendent and subject to approval by the school board.

E. Recall

1. The provisions for recall shall apply to all employees.
2. Recall of employees will be at the discretion of the Superintendent, subject to approval by the school board.
3. When an eligible employee is to be recalled, he/she will be notified by certified mail sent to this/her last noted address on record with the personnel office. If the offer of reemployment is not accepted in writing within ten (10) days of receipt of notice, rights of recall will be forfeited. If notice of recall is undeliverable, rights of recall will be forfeited. It shall be the responsibility of the employee to maintain an accurate address with the personnel office.
4. Upon recall to employment, eligible employees will resume placement on the salary scale commensurate with the years of services but will not receive credit for the time he/she was destaffed.
5. An employee shall not be eligible for recall if:
 - a. subsequent to being destaffed, the employee makes contractual commitments with another school or school division from which release cannot be obtained within two (2) weeks of notification;
 - b. the professional staff member fails to maintain a valid license; or
 - c. subsequent to being destaffed, the professional staff member becomes unable to qualify for a position in his/her area of endorsement.

F. Personnel Record

To avoid negative implications with regard to the personnel record of the employee destaffed under this policy, their record will show clearly that such termination of employment was due to reduction in force.

Adopted: December 9, 2008
Revised: February 14, 2012