

Alsea School District 7J

Code: **GCPA-AR**
Adopted: 11/08/04
Readopted: 7/12/10; 1/13/16
Orig. Code(s): GCPA-AR

Layoff/Recall - Licensed Staff

The administration will maintain data on enrollments and programs in an attempt to anticipate areas that may become over staffed. This may result in minimum class loads or a decision to discontinue certain programs. The Board will make the final decision on the value of programs to be kept, cut or eliminated.

The administration may employ a variety of cost saving measures in order to avoid layoffs (reduction in nonsalary expenditures, natural attrition, in-district transfers, reduction in contract lengths or salaries, etc.); however, it is not bound to do so, except as provided by law and collective bargaining agreements.

The Board will determine when staff layoffs become necessary, the Board will first determine which program areas or subject matters will continue to be taught. Following this decision, the Board will direct administration to conduct layoffs of licensed personnel in order as follows:

1. A determination of current licensure by the administration of all staff will occur. "Current licensure" is defined by the license held by the employee at the time the Board directs the layoffs;
2. Determine the seniority of the teachers to be retained (consistent with licensure), calculated from the first day of actual service as teachers with the school district inclusive of approved leaves of absence;
3. Determine the competence and merit of a teacher being retained if the Board desires to layoff another teacher with greater seniority.

The district shall not waive the right to consider competence in making decisions about staff layoffs or recall of staff. Retained teachers will be licensed and qualified, as defined in Oregon statutes, for the positions they fill.

Licensed Support Personnel (media specialist, music, physical education, etc.)

If the Board determines that a support program should be eliminated the following shall occur:

1. If the licensed teacher is properly licensed as a classroom teacher and meets the definition of competence, he/she shall be considered a classroom teacher;
2. If the licensed teacher is not properly licensed as a classroom teacher he/she will be considered only for that position for which he/she is licensed, competent and qualified.

Recall

If a teacher is laid-off he/she shall notify the administration in writing of the position for which he/she wishes to be recalled. A teacher is not considered laid-off if the teacher's employment terminates with the district prior to the effective date of the layoff.

A teacher who is laid-off will remain on the layoff list and be eligible for recall for 27 months from the date of layoff. No new teacher shall be hired to any position until all laid-off employees who are licensed, fully qualified and competent for the position have been given an opportunity to accept the position (provided a written notice as stated above was delivered to the district).

The district shall notify laid-off employees of a position opening by registered letter, return receipt requested, at their last known address. Laid-off teachers shall have 15 calendar days from the date of mailing in which to indicate their acceptance or rejection of the position and an additional 14 days from date of acceptance in which to begin active employment unless otherwise mutually agreed upon.

If the teacher cannot be reached at his/her last known address, or if he/she rejects any position offered for which the teacher is licensed, qualified and competent, he/she shall forfeit all recall rights. Teachers who wish to waive reemployment rights may do so by written notification to the district.

Employees returning from lay-off shall have all previously accrued sick leave and seniority reinstated, but shall not receive benefits for the period of the layoff.

If they choose, staff members on layoff may keep up their institutional insurance and health plans by paying their own premiums as prescribed by law, subject to the rules of the insurance carrier.