

Alsea School District 7J

Code: **GDPA-AR**
Adopted: 8/22/05
Readopted: 7/12/10; 1/13/16
Orig. Code(s): GDPA-AR

Layoff - Classified Staff

The implementation process for the reduction in classified force will be based on the following criteria.

The administration will be responsible for obtaining the following information and conducting the reduction process as outlined.

1. Date of Hire/Seniority;
2. Qualifications for the remaining position(s);
3. Evaluations by Administration.

The “tie-breaker” procedures for classified staff members who have the same date of hire within a given classification will be as follows:

1. Names from a list who have equal performance evaluations, the same date of hire and the same classification will be drawn from an envelope;
2. The drawing will be done in the presence of an administrative representative and an association representative (the association may invite any and all individuals whose names are involved in the procedure);
3. The number of names will be drawn out of the envelope according to the number of positions that must be reduced. Those names drawn will be laid off.

Example: If four people have the same date of hire and the same classification, and two positions instead of four will be available, there will be two names drawn from the envelope. Those two names will be the individuals who will no longer have positions in the district