

# Clackamas Education Service District

Code: CPA-AR  
Adopted: 6/21/94  
Readopted: 05/20/09  
Orig. Code(s): 2260

## Layoff/Recall - Administrative Personnel

1. If the Board is contemplating a layoff of any staff members, it will notify the person(s) as soon as the need for such reduction is evident to CESD. The notice will be in writing and will include the specific position(s) to be affected, the proposed time schedule and reasons for proposed action.
2. When reductions in staff are considered by CESD to be necessary and notice has been given as specified in paragraph 1 above, the Board, in selecting staff members to be laid off, shall consider in order as indicated:
  - a. Licensure: Determine whether managers to be retained hold proper licenses to fill remaining positions.
  - b. Qualifications: Determine whether managers to be retained meet qualifications other than licensure for remaining positions.
  - c. Experience: Determine whether managers to be retained have recent managerial experience or training, or both, in work similar to the remaining positions.
  - d. Job Performance: Job performance as indicated on the last two annual evaluations, or last evaluation for those employed less than two years.
  - e. Seniority: If two or more managers meet the requirements in paragraphs a., b. and c., and are found to have equal status in paragraph d. above, managers with the least seniority shall be laid off first.
  - f. Under the manager reduction in force policy, no manager shall be allowed to bump a manager of higher rank.
3. If within one year of layoff a vacancy occurs within CESD for which the laid-off staff member is qualified, the recall procedure outlined below will be followed:

At the time of layoff, CESD shall provide laid-off staff members the opportunity to express, in writing, a desire to return to CESD. CESD shall receive the staff member's address for recall notification. In the event of a recall, CESD shall notify staff members who desire to return to CESD of the recall by certified mail, return receipt requested, sent to the last address given by him/her to CESD office. Staff members will have 10 calendar days from receipt of the mailing of such notice to notify CESD, in writing, of the intent to return by the time specified by CESD.

Failure of the staff member to so respond within this time shall terminate the right to recall.

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