

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 will attempt to reduce nonsalary expenditures; however, short term savings, i.e., repair and maintenance, may result in larger, long-term expenditures.

If possible, natural attrition as well as transferring of staff will be used as first measures. Cuts in contract lengths or cuts in salaries will also be examined.

The Board will declare when staff layoffs become necessary. All licensed staff shall be notified and the administration will carry out procedures. Employees to be affected shall be notified as soon as their status is determined.

In the event the Board determines that staff layoffs are necessary, reduction of licensed classroom teachers will occur as follows:

1. Part-time teachers shall be laid off before other teachers are laid off.
2. Probationary teachers shall be laid off after part-time teachers are laid off.
3. Permanent teachers shall be laid off only after all part-time and probationary teachers have been laid off.

In the event there is more than one employee within any one of the above categories serving in the same instructional specialty, the district shall retain the most highly qualified employee, based upon his/her ability and skill. The employee evaluation forms and other materials in the employee's personal file shall be the sole exclusive source used for determining the employee's ability and skill. In the event several employees serving in the instructional specialty and with the same service status delineated above and judged to have equal ability and skill, the employee with the least time of continuous employment with the district shall be the first to be laid off.

Licensed Support Personnel-Media Specialist, Music, P.E., Counselor 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 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 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 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 fully qualified for the position have been given an opportunity to accept the position.

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 seven calendar days from receipt of such notification in which to indicate their acceptance or rejection of the position and an additional 14 days therefrom 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, 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.

Teachers shall have recall right for a maximum 27 month period. 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 rules of the insurance carrier.

Teachers who have been laid off will be placed on the substitute list for any position requested when laid off. They will be called for those positions requested before other substitutes are called.