

**Douglas Education  
Service District**

Code: **CPA**  
Adopted: 9/18/14

**Layoff/Recall - Administrative Personnel**

This policy is applicable to all licensed administrators below the rank of assistant superintendent.

The Board retains the right to determine when a layoff is necessary. Layoffs shall be by position. A reduction in hours does not constitute a layoff.

The factors considered in the layoff process will be license, seniority, qualifications, merit and/or competence. Competence includes recent experience, additional training and educational attainments. Merit includes the measurement of one administrator's ability and effectiveness against the ability and effectiveness of another administrator.

The Board will retain, consistent with state law, the most capable and productive of the licensed and qualified employees needed to carry out the approved programs and services of the ESD.

Prior to initial development of a recall procedure for administrators the Board will consult with the employees or a designated representative of the employees covered by this policy.

Administrative regulations shall be developed to implement this policy.

END OF POLICY

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**Legal Reference(s):**

[ORS 334.125\(7\)](#)  
[ORS 342.934](#)