Hermiston School District 8R

Code: **CPA**
Adopted: 7/7/97
Readopted: 1/4/05
Orig. Code(s): GCPA

Layoff/Recall - Administrative Personnel

When the district determines a reduction of its licensed administrative staff is necessary, the superintendent shall recommend to the Board a revised administrative structure and the number of positions to be reduced and those to be retained.

Following Board approval of the revised administrative staffing, the superintendent shall determine the administrators to be retained applying the following criteria:

1. Determine whether current administrators hold proper licensure to fill the remaining positions;
2. Determine seniority of current administrators based on the first day of actual administrative service in the district;
3. Determine the competence of current administrators to fill the remaining positions with "competence" defined as having been assigned to and having performed in a specific administrative position and role during the past five years and/or recent specialized training resulting in the knowledge and skills needed in a particular position;
4. Determine the merit of administrators with consideration of performance evaluations and other materials in the personnel files of the district.

The district may elect to retain less senior administrators who are determined by the superintendent to be more competent and/or more meritorious in performing the position(s) to be retained.

Any administrator scheduled for layoff who taught for the district immediately prior to his/her administrative service for the district may return to a teaching position in the district in accordance with ORS 342.934 (5).

Administrators who are laid off or reduced from full-time to part-time shall retain recall rights for 27 months from the date when the layoff or reduction to part-time took effect. Administrators must retain appropriate licenses in order to be recalled. Recall shall be determined by the superintendent based on seniority, licensure, competence and merit.

An appeal from the superintendent's decision regarding layoff or recall shall be heard by the Board.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 342.934