

**Lake Oswego  
School District 7J**

Code: **CPAA**  
Adopted: 1/27/03  
Readopted: 6/08/09  
Orig. Code(s): 2710

**Layoff or Re-Assignment Due to Reduction in Force of Non-Represented Employees**

Whenever the district determines a reduction of those district employees who are not represented by a collective bargaining agreement to which the district is a party, such as, but not limited to, directors, specialists, supervisors and confidential employees is necessary, the superintendent shall recommend to the Board a revised administrative structure and the number and type of positions to be reduced and retained.

Following Board approval of the revised director, specialist, supervisors and confidential employee staffing, the superintendent shall determine directors, specialists and confidential employees to be retained, laid off or re assigned, applying the following criteria:

1. Determine the competence of directors, specialists, supervisors and confidential employees, with competence defined as the ability to perform the duties of the retained position based on recent experience or related educational attainments, or both.
2. Determine the merit of directors, specialists, supervisors and confidential employees, with merit being the measurement of one's ability and effectiveness as compared with the ability and effectiveness of others considered for retention, with consideration of performance evaluations and other materials on record.

Written notice with the reasons for the layoff or re-assignment shall be given to the director, specialist, supervisors and confidential employee by the superintendent or director of human resources. The employee shall be informed of the opportunity for a hearing with the superintendent or designee.

If the employee has filed a complaint and requests a hearing concerning the reduction in force under the district's complaint policy KL Public Complaints, the hearing provided in the complaint procedure at the superintendent and/or Board level shall be provided.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)