

**Malheur Education
Service District**

Code: **GDPA-AR**
Revised/Reviewed: 3/17/09; 7/15/14
Orig. Code(s): GDPA-AR

Layoff – Classified Staff

In determining classified staff members to be retained when layoffs occur, the ESD shall:

1. Determine competence and merit of classified staff;
2. Determine length of service of classified staff to be retained.

The ESD shall not waive the right to consider competence in making decisions about staffing layoffs or recall of staff.

The “tie-breaker” procedures for classified staff members who have the same date of hire within a given classification will be as follows:

1. Names from a list who have equal performance evaluations, the same date of hire and the same classification will be drawn from an envelope;
2. The drawing will be done in the presence of an administrative representative and a classified representative. (All individuals whose names are involved in the procedure may witness the drawing.);
3. The number of names will be drawn out of the envelope according to the number of positions that must be reduced. Those names drawn will be laid off.

Example: If four people have the same date of hire and the same classification, and two positions instead of four will be available, there will be two names drawn from the envelope. Those two names will be the individuals who will no longer have positions in the ESD.