

Reduction in Force and Recall of Certificated Administrators

PURPOSE: To establish a reduction in force and recall procedure for certified administrators.

A. Reduction in Force

In the event the Board determines that a reduction in force is necessary it will determine the administrators to be retained by means of the following. With the exception of number 1, no single criteria listed below will automatically determine order of layoff. Multiple factors may be considered together in making the final determination.

1. A determination of whether the administrators to be retained hold the proper certification and qualifications to fill the available position(s);
2. In cases where an administrator is on a plan of assistance, competence or merit may be considered. Otherwise, the order of retention will be determined by seniority.
3. A determination of the seniority of the administrators to be retained; seniority will be determined calculating the number of years of continuous service as a certified administrator, exclusive of unpaid leaves and absences exceeding 90 days, with the district. Ties shall be broken by the drawing of lots.
4. Maintenance of the affirmative action requirement of ORS 342.934;

B. Notification

The board will notify the affected employees of the date and reasons for the layoff at least forty-five days before the date of the layoffs.

C. Insurance

Employees may continue in the District's group insurance program at their own expense for a maximum of 18 months during the layoff provided premiums are timely paid in advance each month.

D. Recall

An administrator who is laid off will remain on the laid off list and be eligible for recall for 27 months. No new administrator shall be hired to any position until all laid off administrators who are fully qualified for the position have been given an opportunity during the recall period to accept the position. Recall steps will be conducted in the following order.

1. The District shall notify laid off administrators of a position opening by certified letter, return receipt requested, at their address of record as maintained in the superintendent's office. Laid off administrators shall have seven (7) calendar days from receipt of such notification in which to indicate their acceptance or rejection of the position and willingness to begin active employment on the date designated.
2. If the administrator cannot be reached at the last known address, or rejects any position offered, the administrator shall forfeit all re-employment rights. Administrators who wish to waive re-employment rights may do so by written notification to the District.
3. Administrators returning from layoff shall have all previously accrued sick leave and seniority reinstated, but shall not receive benefits for the period of the layoff.
4. Administrators who worked one-half or more of the school year in which the layoff occurred shall be advanced if otherwise eligible to the next step on the salary schedule. Administrators who worked less than one-half of the school year shall be placed on the same step they were on when the lay off occurred.

E. Return to Teaching Status

An administrator shall retain status and seniority as a permanent teacher and voluntarily may return to teaching in a reduction in staff situation. However, an administrator who was never employed as a teacher in the district shall not be eligible to become a non-administrative teacher in the district if the effect is to displace a non-administrative permanent teacher.

F. Appeal

An appeal from a decision on reduction in staff or recall under this procedure shall be to the board of directors. The board decision shall be final and binding on the parties.

END OF POLICY

Legal Reference(s):