

**North Santiam
School District**

Code: **CNG**
Adopted: 7/01/96
Readopted: 8/21/97

Reduction in Force and Recall of Confidential/Supervisory Employees

PURPOSE: To establish a reduction in force and recall procedure for confidential/supervisory employees; excluding employees who are members of a collective bargaining unit:

A. Reduction in Force

In the event the Board determines that a reduction in force is necessary, it will determine the job titles affected and the employees 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 employees to be retained possess the required skills, knowledge and other qualifications listed on the job description to fill the available position(s);
2. In cases where an employee is on a plan of assistance, competence or merit may be considered. Otherwise, the order of retention will be determined by seniority, with the least senior employee to be the first laid off.
3. A determination of the seniority of the employees to be retained; seniority will be determined calculating the number of years of continuous service as a classified employee, 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 employee who is laid off will remain on the laid off list and be eligible for recall for 27 months. No new employees shall be hired to any position until all laid off employees within the job title 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 employees of a position opening by certified letter, return receipt requested, at their address of record as maintained in the superintendent's office. Laid off employees shall have seven (7) calendar days from receipt of such notification in which to indicate their acceptance or rejection of the position and not less than fourteen (14) days therefrom in which to begin active employment on the date designated.
2. If the employee cannot be reached at the last known address, or rejects any position offered, the confidential/supervisory employee shall forfeit all re-employment rights. Confidential/supervisory employees who wish to waive re-employment rights may do so by written notification to the District.
3. Employees 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. Employees 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. Confidential/supervisory employees who worked less than one-half of the school year shall be placed on the same step they were on when the layoff occurred.

E. 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):