

**Prairie City
School District 4**

Code: **GDPA-AR**
Adopted: 12/15/92
Readopted: 06/14/06

Layoff - Classified Staff

The district, in its discretion, shall determine if a reduction in force is appropriate. In such case, the employees will be laid off based on qualifications, experience, skill, ability, education and recency of experience.

The district shall use evaluations and other materials found in the employees personnel file to discern an employee's qualifications, skill and ability as determined by the district.

If, at its discretion, the district determines that these factors are equal between employees, the employee with the least district seniority will be laid off first.

A laid-off employee who applies for a job opening and satisfies the qualifications will be employed. If two laid-off employees apply for a job opening and both satisfy the qualifications, the laid-off employee with greater seniority within the classification where the job opening is occurring will be employed.