

# Stanfield School District 61

Code: **GDPA-AR**  
Adopted: 10/29/02  
Readopted: 4/10/08  
Orig. Code(s): GDPA-AR

## Classified Reduction in Force

When it is determined that a layoff of classified employees is necessary, the following procedures will be implemented:

Classified employees shall be grouped as follows:

- |    |                        |   |
|----|------------------------|---|
| 1. | Grounds or Maintenance | A |
| 2. | Custodian              | B |
| 3. | Cook Manager           | C |
| 4. | Assistant Cook         | D |
| 5. | Cook Helper            | E |
| 6. | Teacher Assistant      | F |
| 7. | Secretary              | G |
| 8. | Media Assistant        | H |
| 9. | Media Manager          | I |

Reduction within each grouping shall be made on the following basis:

1. First – Temporary employees within the group;
2. Then – If further reductions in force are made within that group, six months probationary employees shall be reduced next:
3. Last – In determining which classified employees are to be laid off within the groupings in district policy, the district will give consideration to qualifications, merit and previous evaluations. All these factors being equal, the employee with the most seniority will be retained. Seniority means the employee's total length of continuous uninterrupted service in the district as a classified employee. As an exception to the above, the district shall comply with any requirements established by law or government agency relating to the reduction of minority employees.

Recall will be at the discretion of the district. Recall will be by grouping in reverse order of layoff from within the grouping in which the individual was previously employed by the district, providing the

employee being recalled is qualified and capable of satisfactorily performing the duties of the open position.

1. Notice of recall shall be sent via certified mail to the last address given to the district office by the employee. A classified employee shall have 10 calendar days from the date the notice of recall was sent to notify the district of his/her intent to return and must thereafter report on the starting date specified by the district, providing that this shall not be less than 15 calendar days from the date the notice of recall was received or lose all recall rights. Such failure to notify the district of intent to return or to return to work within these time limits shall be considered the resignation of the classified employee.
2. Classified employees who are laid off from the district shall be eligible for recall for a period of 12 months after the effective date of their layoff unless:
  - a. The employee in question submits a letter of resignation to the district;
  - b. The district is unable, using the most current address information, to reach the particular employee within time limits noted;
  - c. The employee rejects an offer of re-employment within the group from which the employee was laid off.