

PROCEDURES

Staffing, Layoff, and Recall of Teachers

This administrative guideline applies to those individuals whose employment is regulated by the [Teachers' Tenure Act, MCL 38.71 et seq.](#)

As used herein, the term "effectiveness" is based on the effectiveness label given a teacher in their most recent year end evaluation pursuant to the School District's evaluation system.

The term "qualification" as used herein includes, but is not limited to, an individual's: areas of certification, level of degree attained, type of degree attained (major, minor, or area(s) of focus), relevant previous experience, grade level of relevant experience, relevant classes or training, previous ratings, effectiveness and overall performance as a teacher, or past disciplinary or other employment concerns.

Process for Conducting Layoffs. Reductions shall take place first based on department and location. The District shall layoff starting with the teacher with the lowest Effectiveness Rating and proceeding toward the teacher with the highest Effectiveness Rating in the department.

If two teachers are being considered and share the same effectiveness rating, then the Superintendent or his/her designee must compare the potential individuals using each of the elements of the standards from [Section 1248 of the Revised School Code](#) as set out below. Only when all elements within one level are equal and the candidates cannot be differentiated should the Superintendent or his/her designee move to the next level. Those levels are as follows:

- *Individual Performance.* Individual performance consists of the following:
 1. Evidence of student growth, which shall be the predominant factor in assessing an employee's individual performance.
 2. Demonstrated pedagogical skills, including at least a special determination concerning the teacher's knowledge of his or her subject area and the ability to impart that knowledge through planning, delivering rigorous content, checking for and building higher-level understanding, differentiating and managing a classroom, and consistent preparation to maximize instructional time.
 3. Classroom management, manner and efficacy of disciplining pupils, rapport with parents and other teachers, and ability to withstand the strain of teaching.
 4. The teacher's attendance and disciplinary record, if any.
- *Significant, Relevant Accomplishments and Contributions.* This factor shall be based on whether the individual contributes to the overall performance of the school by making clear, significant, relevant contributions above the normal expectations for an

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individual in his or her peer group and having demonstrated a record of exceptional performance.

- *Relevant Special Training.* This factor shall be based on completion of relevant training other than the professional development or continuing education that is required by the employer or by state law, and integration of that training into instruction in a meaningful way.
- If all of the above factors are equal, the Superintendent or his/her designee may consider a teacher's seniority or tenure status.

In the event of a layoff, a teacher to be laid off will be given as much advance notice as practicable.

Process for Conducting Recalls.*Teacher Rated Effective or Highly Effective.*

- Teachers rated highly effective on their most recent year end evaluation will be recalled first, followed by those rated effective on their most recent year end evaluation.
- If a recall decision is between teachers with the same effectiveness rating on his/her most recent year end evaluation, the factors listed in "Process for Conducting Layoff – Individual Performance" will be used to distinguish which individual should be recalled.
- A teacher on layoff will not be considered qualified for recall if that teacher has no experience teaching the subject matter, does not have a degree in the subject matter, or has not taught at the level (i.e., elementary, middle, or high school level).
- A highly effective or effective teacher will not be eligible for recall if: he/she fails to respond to a recall notice within five days; or, has resigned or otherwise terminated his/her employment with the School District.

Teachers Rated Minimally Effective or Ineffective.

- Teachers rated minimally effective or ineffective will not be automatically recalled.
- A teacher that has received a rating of ineffective on his/her most recent year end performance rating will not be given any preference that would result in him/her being retained or recalled over a teacher rated minimally effective, effective, or highly effective.

Effective Date: April 27, 2020