

REDUCTION IN FORCE (RIF) POLICY
For Western Heights Administrators

- A. In determining which administrator(s) other than the superintendent will be reduced or eliminated the following shall apply:
1. Individual voluntary demotion or reassignment
 2. Standard certification for position.
 3. Affirmative action needs of the district
 4. Seniority as an administrator in the Western Heights Public School District I-41.
- B. Seniority is defined as unbroken administrative experience within this district. All administrative assignments halftime or more will be considered full-time for the purpose of seniority. The reduction shall affect only the persons within the targeted administrative groups (e.g. elementary principals, elementary assistant principals, secondary principals, secondary assistant principals, and central office administrators).
- C. An administrator whose position has been eliminated because of staff reductions shall be placed during the first year only in the first available vacant administrative position on the same level for which the administrator is qualified or certified. Placement will be determined to have equal ability and qualifications and meet the same affirmative action needs of the district, seniority shall be the determining factor.
- D. Administrators who are reduced or laid off and who cannot be placed in administrative positions shall be offered positions in accordance with their certification and qualifications within their teaching area if such a position is held by a teacher with less continuous service to the district.
- E. Administrators who are returned to the classroom can only be displaced by an individual who has served the district in a certified position for more continuous years than the displaced administrator.
- F. Administrators who are returned to the classroom will be granted experience for those years as a district administrator for placement on the teacher salary schedule.

Adopted: 07-05-88