

# ADMINISTRATIVE REGULATION

No. 317

## Board of Trustees

## Douglas County School District      CERTIFICATED STAFF

### LEADERSHIP TEAM REDUCTION IN FORCE

The Board of Trustees has the right to reduce in force the membership of the management team because of a justifiable decrease in the number of positions due to decreased enrollment or administrative reorganization. When a reduction in force within the Leadership Team is considered necessary by the Board of Trustees, the following procedures will be implemented:

#### Levels of Administrators:

Vice Principals are compared to Vice-Principals

Principals are compared to principals and then to vice-principals

Directors who have former site administrative experience are compared to principals and then to vice-principals

Directors who have no former site administrative experience are not included in this regulation. They are eligible for certified non-management positions only.

Cabinet members are not included in this regulation.

1. The Superintendent will discuss any potential reduction in administrative personnel with the Leadership Team prior to a final decision.
2. If attrition within the administrative levels does not bring about the necessary reduction, volunteers will be solicited.
3. If neither attrition nor volunteers bring about the necessary reduction, the following steps will be taken:
  - A. Administrators with two consecutive years of unsatisfactory evaluations immediately prior to the reduction in force will be reduced first.
  - B. Probationary Administrators will be reduced next.
  - C. If this fails to produce the necessary reduction then the Superintendent will consider the experience, licensure, performance, and program needs of the District when deciding which administrator in level will be reduced. In the event that all

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factors are considered to be equal by the Superintendent, seniority will be used to make the final decision.

4. An administrator reassigned to a new administrative position will receive his/her current salary, or the salary of the new position, whichever is higher, for a period of one school year. Thereafter, he/she will be placed at the salary level appropriate for the new position at the same length of work year as previously held.
5. Administrators who have lost their administrative positions because of an unsatisfactory performance evaluation will not be considered for subsequent administrative positions. An administrator who, as a result of this Reduction in Force process loses his/her administrative position will be considered for an assignment involving temporary part-time administrative responsibilities at her/his current prorated rate of pay, if such an assignment is available and justifiable. Otherwise the administrator will be offered the first available, open certified non-management position for which she/he is qualified.
6. An administrator reassigned to a certified non-management position will remain at his/her current salary level for that following year unless he/she received notice of the reassignment prior to January 1 of the year the reassignment is to go into effect. After the first year in the new position, or if the January 1 notice did take place, then he/she will be placed on the salary schedule in effect for the compensation of teaching personnel. Allowable credit for service outside the District will be granted plus all years of Nevada experience, as well as the allowable amount of out of state experience for service as a teacher or an administrator to determine salary schedule placement.
7. An administrator reassigned to a certified non-management position because of decreased enrollment of administrative reorganization under this procedure will be given the first opportunity for a period of two years from the date of her/his reassignment to return to the team whenever a position within the category of position held at the time of reassignment or a position of lower administrative rank than the one held at the time of reassignment becomes open within the District. The vacant position will not be opened to other applicants unless the reassigned administrator has

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declined the opportunity to return to the vacant Leadership Team position. If the administrator accepts the position, he/she shall have 20 days to return to work, or the offer will be withdrawn. If more than one administrative position becomes available for recall prior to the start of the next academic year, then the administrator has the option of accepting whatever administrative position he/she is qualified for in seniority order.

During the two year call back period, administrators who are not called back after the first year to an administrative or teaching position, and are not working for another Nevada school district, may choose to be compensated for her/his accrued sick leave in an amount not less than the total accrual and not more than her/his contract year, at \$33.00 per day after her/his first year under call back. In that case, should the administrator be called back during the second year of the call back period, she/he will start with no accrued sick leave.

See Policy related to this Administrative Regulation

Adopted: 03/82

Revised: 03/13

References: NRS 391.312 (g); 288.150, subsections 2 (t) and 3 (b)