

## Board of Trustees

## Douglas County School District

## CLASSIFIED STAFF

### LAYOFFS OF CLASSIFIED STAFF

It is the responsibility of the Board to provide the staff necessary for the operation of the schools of the District, consistent with the responsibility of the Board to its constituency for the judicious allocation of its resources. The Board reserves the right to abolish any existing position in whole or in part or to reduce the number of employees in such positions.

The Superintendent shall recommend to the Board for its deliberation the reduction of classified staff in accordance with the following guidelines:

1. Normal attrition resulting from employees retiring or resigning will be relied upon to the extent possible.
2. If normal attrition is insufficient to accomplish the necessary reduction in staff, the least proficient employee in the position at which the reduction is to occur will be laid off. Proficiency will be determined by a review of past performance as reflected in the employee's evaluations.
3. When the proficiency of employees is relatively equal, seniority shall be the determining factor. Seniority shall be measured by the number of years of service commencing with the first day the employee began working for the District regardless of previous job classification with the District.
4. In the event two or more employees have the same proficiency and seniority, the employee to be laid off will be determined by lottery in accordance with a predetermined procedure.
5. Released employees shall be placed on leave of absence with no obligations to rehire after the expiration of one year. Each employee placed on leave of absence as aforementioned shall be reinstated in inverse order of his placement on leave of absence to a position for which he is competent.
6. The District shall notify employees on leave of absence of subsequent vacancies by certified mail to the last address registered by the employee at the District office. No new appointments, except on a substitute basis, shall be made within 10 days from the mailing of such

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notification. No appointment of new employees shall be made until all those on leave of absence have been given notice of the opportunity for reemployment. If an employee does not return to work at the time specified in the notice, the District shall have no further obligation to him.

7. Upon his return, a released employee shall retain all credits toward all leave of absence and experience credits for salary purposes, but he shall not accrue any such credits for leave of absence and experience for salary purposes during the layoff period.

Date Adopted: 08/12/80  
Date Revised: