

## REDUCTION IN PROFESSIONAL STAFF WORK FORCE

When the Board determines that it is necessary to reduce the number of professional staff positions, the following procedures shall apply:

1. To the extent possible, the number of teachers affected by a reduction in force will be minimized by not employing replacements for employees who retire, resign, or whose limited contracts are not renewed for reasons other than reduction in force.
2. Reductions needed beyond those resulting from attrition will be made by suspending or nonrenewing contracts. Those contracts to be suspended or nonrenewed will be chosen as follows:
  - A. All teachers will be placed on seniority lists in each teaching field for which they are certificated. Seniority will be defined as the length of continuous service in the District schools. Seniority will not be interrupted by authorized leaves of absence.
  - B. Reductions shall be made with preference being given first to teachers with continuing contracts and secondly to seniority.
  - C. If two or more teachers have the same length of continuous service, seniority will be determined by:
    1. the date of the Board meeting at which the teacher was hired;
    2. next, in the event that two or more staff members were here on the same date, seniority will be determined by the date on which the teacher signed his initial limited contract in the District;
    3. then, the date on which the teacher submitted the first completed job application within the two-year period preceding the effective date of the teacher's first teaching contract with the Board, if the date is known; or
    4. if a tie remains after steps 1, 2, and 3, the Superintendent will decide which contract will be suspended.
3. The names of teachers whose contracts are suspended or nonrenewed in a reduction-in-force action will be placed on a recall list. Teachers on the recall list will have the following rights:
  - A. No new teachers will be employed by the Board while there are teachers on the recall list who are certificated to fill the vacancy.
  - B. Teachers on the recall list will be recalled in order of seniority for vacancies in areas for which they are certificated.
  - C. If a vacancy occurs, the Board will send a certified announcement to the first known address of all teachers on the recall list who are qualified according to these provisions. It is the teacher's responsibility to keep the Board informed of his current address. All teachers are required to respond in writing to the District office within seven calendar days. The most senior of those responding will be offered the vacant position. Any teacher who fails to accept the position within seven calendar days will forfeit all recall rights.
  - D. A teacher on the recall list will, upon acceptance of the notification to resume active employment status, return to active employment status with the same seniority, accumulation of sick leave, and salary schedule placement as he held at the time of lay-off. A teacher on the recall list who is unemployed and does not otherwise have group insurance coverage available may continue to participate in those benefits which are provided to teachers in active employment, provided that the teacher pays the group rates for such benefits.

[Adoption date: August 6, 1991]

CONTRACT REF.: Teachers' Negotiated Agreement