

CLASSIFIED STAFF REDUCTION IN FORCE

All classified employees (classified staff) are employees at-will and, as such, are employed for an indefinite term and may have their employment terminated with or without cause. In the event of the need to reduce the number of classified employees, either by the district or by the building or department, the following procedure shall be followed.

1. Reduction in Force Defined

A reduction in force (RIF) is defined as the need or desire for the district, a building or a department to decrease the number of employees in a job classification. This RIF may be a result of a district decision or a building or department level decision due to:

- Boundary changes
- Budget considerations
- Closing of schools
- Decreased enrollment
- Decrease in the numbers of students selecting a given program
- Elimination of or changes in programs

2. District Priority of RIF

Should the need for a RIF arise, each building/department will operate as a separate entity. The reduction of a position at one building or department will not affect another building or department (there is no district seniority or bumping).

3. Priority of RIF in a Building or Department

For the purpose of RIF at the building or department level, the classified staff will be divided into the following groups:

- Group A: Employees with less than one (1) year of service at the building or department level
- Group B: Employees with more than one (1) year of service at the building or department level

If it is determined that a RIF will take place, employees in Group A will be subject to reduction first. Employees in Group B will be subject to reduction second. For employees in Group B, additional factors such as quality of service, job performance history, specific qualifications of individual employees and continuous years of service with the district will be considered in each group. Final approval concerning which employee is to be laid off within the various groups and job classifications shall be made by the human resources department.

While this will be the general rule for decision making at the building/department level, the at-will status of classified employees is still in effect. A decision for the termination of employment in any group is possible at any time.

4. Reemployment of RIF Employees

Employees who are subject to a RIF and who wish to be considered for district reemployment shall provide written notification to the human resources department within ten (10) days after their cancellation of employment and shall be responsible for assuring that their current mailing address and telephone number are on file.

Employees who are subject to a RIF and fit the description of Group A above may apply for any position for which they are qualified. Employees in Group B will be granted interviews for jobs for which they qualify and apply, for a period of one year from the date of their termination of employment.

Employees who have their employment terminated through a RIF and who are reemployed by the district in the same position they previously held shall be paid at the same hourly rate they were receiving at the time of separation if hired within one year from the date of cancellation of employment. Employees who are reemployed in a different position shall be placed according to the district's salary placement process.

Approved April 1, 1992

Revised June 20, 2012