

REDUCTION IN FORCE
NON-INSTRUCTIONAL

In the event of a lay-off or furlough within job classifications, job performance shall be the primary method of determining the employees to be subjected to this action. The employee(s) whose job performance is judged to be the lowest by the business manager and superintendent after consulting appropriate administrators and/or supervisors shall be the first to be laid-off or furloughed.

Job performance shall be judged upon items taken from the following criteria as they can be applied to the various job classifications:

I. Quality of Work - Accuracy, workmanship, thoroughness, neatness, job knowledge, ability to follow directions.

II. Quantity of Work - Volume of work regularly produced, efficient completion of jobs, timely completion of work

III. Work Habits - Initiative, resourcefulness, assumption of fair share of work load, cooperation in work sharing process, proper care and use of equipment or vehicles, willingness to help others

IV. Personal Qualities - Interpersonal skills with other personnel, staff members, students, and public, friendliness, courtesy, patience, acceptance of criticism, judgment, treatment of confidential matters, and adherence to District policies and procedures.

In situations in which the business manager and superintendent determine that there is not a difference in job performance that is sufficient to warrant using it as a basis for the lay-off(s) or furlough(s), seniority within the job classification shall be used with the least senior employee being the first to be affected. Seniority shall be computed by using the continuous length of service within a job classification as a regular employee, not as a substitute.

Job Classifications

Bookkeeper
Executive Secretary
Secretary
Maintenance
Custodian - Full Time
Custodian - Part Time
Bus Drivers and Van Drivers
Mechanic
Truck Driver
Aide - Full Time
Aide - Part Time