

**POLICY - NON-REPRESENTED CLASSIFIED EMPLOYEES
REDUCTION-IN-FORCE**

5257

Reduction-In-Force

The District may separate or reassign any employee without prejudice for reasons of economy or curtailment of work.

Reduction-in-force of employees will be conducted as follows: When it is necessary to reduce the force or reassign employees, personnel shall be assigned first, in accordance with the needs of the school district; second, where the administration feels the employee is most qualified to serve; third, as to expressed preference of employees in order of seniority in the District, all other considerations being equal. Each employee involved shall be given thirty (30) days notice. Seniority shall be based on the length of time the employee has had continuous service with the District computed from the first day of regular employment.

Order of Reduction

No permanent employee who can meet job specifications shall be separated or reassigned while there are temporary or probationary employees serving in the same unit.

Options

When there are fewer positions allowed than there are employees in that job category, class and/or location, the District will offer employees affected by reduction-in-force and meeting position specifications the opportunity to request transfer to an eligible, vacant position in the District. If no vacancy exists, the employee shall be placed in the re-employment pool. If a vacancy exists and the employee refuses the position, the employee shall be separated.

Re-employment

Employees who are terminated or reassigned because of reduction-in-force are to be placed on a re-employment list maintained by the District according to layoff or reassignment ranking and are to have priority to the extent of one opportunity in filling any opening in the classification they held immediately prior to the layoff or reassignment. The order of re-employment new assignment shall be the inverse order of the original reduction-in-force or reassignment ranking. If a class from which an employee was terminated or reassigned is subsequently abolished or altered or replaced by a different class, the employee's new assignment or re-employment shall be to such class as in the judgment of the District reasonably represents the same or similar duties and relative salary

whereupon all other provisions of this section shall apply. Names shall remain on the re-employment or new assignment list for one (1) year.

Adopted: March 17, 1986 North Thurston School District
Board of Directors

Amended: February 2, 1987
January 19, 2010 North Thurston Public Schools
Board of Directors