

REDUCTION-IN-FORCE CERTIFIED PERSONNEL

It is the policy of the Piedmont Board of Education that, in the event it becomes necessary to reduce the professional staff of this school district, reduction-in-force at any level may be based on any of the following conditions:

- Decrease in revenue,
- Decreases in student enrollment,
- Changes in educational programs or curriculum,
- Cancellation of programs, or
- Any other circumstances determined by the board.

Definitions:

Career Teacher: A teacher who is and has completed three (3) or more consecutive complete school years in such capacity in one school district under a written contract, or

Probationary Teacher: A teacher who has completed fewer than three (3) consecutive complete school years in such capacity in one school district under a written contract.

Licensed Teacher: A teacher who has been issued an emergency or provisional certificate.

In the event any of the above conditions occur, every effort will be made to accomplish the necessary reduction by attrition, voluntary resignation, or voluntary retirement. The primary basis used in determining the retention or reassignment of affected teachers and administrators when a school district implements a reduction-in-force plan shall be the ratings of the teachers and administrators as measured pursuant to the Oklahoma Teacher Leader Effectiveness Evaluation System (TLE). Otherwise, reduction-in-force will be made according to the following procedures:

1. The position eliminated will be the determining factor, not the employees occupying those positions.
2. The order of termination will be as follows:
 - A. A licensed teacher in an eliminated position will be terminated first.
 - B. A probationary teacher in an eliminated position will be terminated second. However, if a probationary teacher is certified for a position held by a licensed teacher, the probationary teacher will be reassigned to that position, provided the position is occupied by a probationary or licensed teacher.
 - C. A career teacher in an eliminated position will be placed in a retained position in which the teacher is, at the time of presentation of the recommendation to reduce force, certified by standard certification, provided the position is occupied by a probationary or licensed teacher.
 - D. If a career teacher is qualified for standard certification in a position held by a probationary or licensed teacher but does not have such a certificate, then such career teacher must have evidence

of eligibility for such certification on file in a personnel file in the office of the superintendent at the time of the presentation of the recommendation to reduce force.

- E. If there is more than one career teacher assigned to the position that is subject to being eliminated, the following criteria, in this order, will be used to determine which of the career teachers will be retained:
1. Certification in a retained teaching position that is open. A career employee with standard certification for the retained position will be retained over a probationary teacher, and a probationary teacher will be retained over a licensed teacher.
 2. Seniority in continuous, full-time, contracted, certified employment in the district. (Approved medical leave shall not result in break of service.) The part time employee will receive one-sixth year of credit for each teaching hour contracted.
 3. If certification and seniority are the same according to the above criteria, the determining factors in order of importance are:
 - a. Years of teaching experience in the retained position in the local school district.
 - b. Academic degree status:

A teacher with a doctoral degree will be retained over a teacher with a master's or a bachelor's degree; a teacher with a master's will be retained over a teacher with a bachelor's degree.
- F. If there is more than one probationary teacher or more than one licensed teacher in the position being reduced, the criteria listed in E, 1 through 3, will be used in determining which probationary teacher or licensed teacher will be retained.

Any person terminated under the provisions of this policy who wishes to be considered for future vacancies must make formal application for a teaching position and must notify the superintendent by certified mail, restricted delivery, within ten (10) days following final board action on the termination, of the teacher's desire to remain an active applicant for a teaching position.

REDUCTION-IN-FORCE, CERTIFIED PERSONNEL (Cont.)

- A. Any employee who is relieved from active employment with the Piedmont Public Schools as a result of this policy shall be given written notice by certified mail of that fact through the Office of the Superintendent within ten (10) days following Board of Education action.
- B. Employees removed from active employment status as a result of this policy shall remain on a recall list for one (1) calendar year after the effective date unless the employee.
 - 1. Waives recall rights in writing.
 - 2. Resigns
 - 3. Fails to accept reappointment to any position for which the individual held provisional or standard certification at the time the employee was removed from active employment status.
- C. All teaching vacancies which occur while there are active names on the recall list will be filled from the recall list unless:
 - 1. No employee on the recall list holds a provisional or standard certificate.
 - 2. All employees on the recall list who hold a provisional or standard certificate for the vacant position decline the offer to fill the vacancy.
- D. Employees on the recall list shall be offered reinstatement in reverse order of layoff.
- E. Upon reinstatement, recalled employees shall be granted full benefit status for the position accepted and shall be given credit for all previously accrued leave and teaching experience as provided by local policy and state statutes.
 - 1. The offer of recall shall be made by certified mail, receipt requested. Within fifteen (15) days of receipt of the notice, the recalled employee shall notify the superintendent of schools by certified mail of his or her respective decision. If the recalled employee fails to notify the superintendent within the fifteen (15) day period of his or her decision, the employee shall be deemed to have waived his or her right to a recall position. The employee shall be responsible for notifying the administration by certified mail of any address change.

All benefits to which employees were entitled at the time of their layoffs, including seniority, career status, retirement, accumulated sick leave, and professional leave will be restored to employees upon their return to active employment and such employees will be placed on the proper step of the salary schedule for the employee's current position according to the employee's experience and education.

All employees involved in Reduction in Force (RIF) will have the option of continuing their insurance program through the school. Said employees will be responsible for full payment of the premium. This benefit will be provided throughout their recall period.