



REDUCTION IN FORCE (RIF) NON-CERTIFIED STAFF

In the event the District determines to reduce the number of positions (full layoff) or the number of hours in any position (partial layoff), the provisions set forth in this section shall apply.

The District will provide at least thirty (30) calendar days notice of layoff. The layoff notice shall specify the effective date of layoff.

In the implementation of staff reductions, individual employees shall be selected for full or partial layoff in accordance with the following steps.

A. Step One – Attrition

Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing staff reductions.

B. Step Two – Volunteers

An employee who volunteers to be laid off will put the request in writing. Requests for volunteers will be sent to employees within each job category. The District will provide the volunteer(s) with a layoff notice. Volunteers will be laid off first.

C. Step Three – Selection for Reduction/Layoff

The District shall select the employees in the affected job category for layoff or reduction of hours. Job categories include custodians/maintenance, food service, clerical/support services, paraprofessionals and transportation.

1. The District shall utilize the following criteria in order of application for determining the employees for layoff
 - a. Educational Needs of the District –
Needs as identified and recommended by the Superintendent to the Board in accord with its constituted authority (e.g., student enrollment);
 - b. Performance of Employee Considered for Layoff –
Performance of the employee(s) under consideration as previously and currently evaluated;
 - c. Qualifications as Established by the Board –
Qualifications include, but are not limited to certification (if applicable), training, specific skills, etc.;
 - d. Qualifications of the Remaining Employees in Affected Job Category –
Qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs as determined by administration and recommended to and approved by the Board. Experiences shall include, but is not limited to, current and past assignment(s), updated and current credentials, and practical experience in the area of need; and

e. Length of Service of the Employee

1. Length of Service – Length of service with the District commencing on the most recent date of hire. No distinction will be made between full-time and part-time employees in calculating length of service.
2. Tie Breaker on Length of Service – In the event two or more employees start on the same date, the employee who is senior shall be determined by the District.
3. Seniority List – The District will produce a seniority list for employee information.

D. Step Four – Re-employment

Employees who have been laid off may apply for positions for which they are qualified, and as those positions become available.

Employees who are laid off or reduced in hours shall not lose any benefits they have accrued if they are rehired within one year. Benefits are defined as length of service, sick leave, and vacation (if applicable) earned as an employee.