



REDUCTION IN FORCE (RIF) - CERTIFIED STAFF

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

The District will provide notice of non-renewal in accordance with timelines set forth in Wisconsin Statute §118.22. The non-renewal notice shall specify the effective date of the non-renewal and the right to a private conference.

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 reduction.

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 employee in the affected grade level, department, and area of certification for non-renewal.

1. Grade levels/department/area of certification for the purpose of this section shall be defined per the following.
 - a. Elementary (K-6) – Teachers from all buildings in the aggregate will be considered;
 - b. Junior and Senior High (7-12) – Teachers will be considered for non-renewal within the department and areas of certification in which the non-renewal is deemed necessary;
 - c. Department – The term “department” shall mean the subject area in which the teacher taught during the current school year, e.g., English, math, social studies, etc. By enumeration, no restriction is placed on the number or types of departments. The number and type of department(s) is at the discretion of the District;
 - d. Areas of Certification – The term “areas of certification” shall mean certification or credentials held by a teacher that is necessary to teach a certain subject(s) or course(s), either through the Wisconsin Department of Public Instruction (DPI) and/or through other agencies, organizations, etc., through which the District adopted curriculum, courses, and/or programs.

2. The District shall utilize the following criteria in order of application for determining the employee for non-renewal:
 - 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 Non-renewal – Performance of the employee(s) under consideration as previously and currently evaluated in the past two (2) summative evaluations;
 - c. Qualifications as Established by the Board – Qualifications include, but are not limited to certification, credentials, training, specific skills, etc.;
 - d. Qualifications of the Remaining Employees in the Grade Level, Department or Area of Certification – 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, updated and current credentials, current and past assignment(s), and practical experience in the area of need;
 - 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;
 2. Tie Breaker on Length of Service – In the event two or more, employees start on the same date, the employee with earliest Board approval of employment will be considered more senior.
 3. Seniority List – The District will produce a seniority list for employee information.

D. Step Four – Re-employment

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

Employees who are non-renewed and such non-renewal results in a reduction of hours shall not lose any benefits they have accrued if rehired within one year. Benefits are defined as length of service and sick leave earned as an employee.

Reference: *Board Policy 3140* Non-Renewal, Resignation and Termination

Wisconsin Statute: §118.22