

**REDUCTION IN FORCE – CLASSIFIED EMPLOYEES**

[ISBA Code: 3870]

Due to economic conditions, declining enrollments, or other good causes, the Board may have to reduce the number of employees. In order to maintain the quality of educational services provided to students, the Board may determine to reduce the number of classified employees in lieu of and/or in addition to instructional employees such as teachers.

Before the reduction of the number of classified employees, the Board will attempt to make needed adjustments through:

1. Voluntary retirement
2. Voluntary resignations
3. Voluntary transfer of existing staff
4. Leaves of absence

The Board expects the superintendent or designee to set criteria for the positions to be reduced and to establish procedures for a reduction in force. The Board directs the administration to base, in whole or in part, its determination with respect to the individual employees to be reduced on the performance of the individual's duties while employed by the school corporation.

Board Adopted:        June 9, 2025