

Board of Trustees Douglas County School District

CLASSIFIED STAFF

LAYOFFS OF SUPERVISORY/PROFESSIONAL SALARY SCHEDULE STAFF

It is the responsibility of the Board to provide the staff necessary for the operation of the schools of the District, consistent with the responsibility of the Board to its constituency for the judicious allocation of its resources. The Board reserves the right to abolish any existing position in whole or in part or to reduce the number of employees in such positions.

The Superintendent shall recommend to the Board for its deliberation the reduction of Supervisory/Professional Salary Schedule staff in accordance with the following guidelines:

1. Normal attrition resulting from employees retiring or resigning will be relied upon to the extent possible.
2. The District will request for any volunteers who wish to resign, retire, or seek another position.
3. If steps #1 and #2 are insufficient to accomplish the necessary reduction in staff, the Superintendent will determine the reduction to be made with final approval by the Board.
4. A released employee will be given the first opportunity to apply for an open classified position for which she/he is qualified.
5. Released employees, who are not accepted for a classified position, shall be placed on a released list with no obligations to rehire after the expiration of thirteen months from the date of her/his release. Each employee placed on a released list as aforementioned shall be reinstated in inverse order of her/his placement on a released list to a position for which she/he is competent.
6. A released employee who has accepted a classified position, shall be given the first opportunity to transfer to a supervisory position should a position open for which the Superintendent has deemed she/he is qualified.

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7. The District shall notify employees on leave of absence of subsequent vacancies by certified mail to the last address registered by the employee at the District office. No new appointments, except on a substitute basis, shall be made within 10 days from the mailing of such notification. No appointment of new employees shall be made until all those on leave of absence have been given notice of the opportunity for reemployment. If an employee does not return to work at the time specified in the notice, the District shall have no further obligation to her/him.

8. Upon her/his return, a released employee shall retain all credits toward all leave of absence and experience credits for salary purposes, but she/he shall not accrue any such credits for leave of absence and experience for salary purposes during the layoff period.

Date Adopted: 08/12/80

Date Revised: 12/14/10