



## **Cache County School District Policy Series 5000: Personnel**

**Policy No. 5275**

### **Classified Reduction in Force**

**I. If the Board decides to reduce the number of classified employees, priorities will be based on the program and staffing needs which best serve the students in the District.**

**II. A Reduction in Force ("RIF") shall occur only if there is:**

- A. A decline in student enrollment.
- B. A discontinuance or substantial reduction of a particular service or program.
- C. An unanticipated shortage of revenue after the budget has been adopted.
- D. A projected decline in revenue.
- E. A District reorganization or consolidation.
- F. Some other justifiable reason.

**III. Before a RIF is implemented, the Superintendent and Board shall attempt to accomplish staff reduction through attrition, voluntary termination, and retirement options.**

**IV. The order of reduction within a specific job classification will be based on the employee's performance score as tabulated on the Cache Classified Employee RIF Selection Point Sheet. This sheet takes into consideration the employee's most recent performance evaluation and assigns points based on their performance. It further assigns points for additional training and disciplinary actions. Refer to the Performance Evaluation Form and the RIF Selection Point Sheet for specific evaluation information. In case where a tie still exists, termination will be decided by drawing lots in the presence of two persons representing the administration and two persons representing the Association.**

**V. Employees identified to be laid off shall be given a minimum of 30 days written notice via hand delivery or certified mail to the last known mailing address on record in Human Resources.**

**VI. Employees affected by the RIF may give written notification to Human Resources of their desire to be re-hired.**

**VII. The District will notify any former employees who have indicated their interest in re-employment in the District of any classified positions which become available by certified letter as in "e." above. These employees will be given the opportunity to interview for the vacancies or new positions.**

**VIII. If the employee fails to respond to the District's offer of interview within 10 days, the**



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employee's name shall be removed from the interview list unless the employee notifies the District that they wish to be left on said list.

**IX. The District will not use the reduction in force policy to reduce the number of employees and then rehire new employees in those positions at a lesser number of hours in order to avoid paying fringe benefits.**

**X. Employees who are terminated shall be allowed to continue on the health insurance coverage at their own expense pursuant to legal requirements (COBRA).**

**XI. Employees who are re-employed following termination due to a RIF shall be placed on the next step of the salary schedule they were on prior to termination.**

**XII. All benefits to which employees were entitled at the time of their being subject to a RIF, including unused sick leave and other accumulated leave, shall be restored upon their re-employment.**

**Legal References: SECTION IV - CLASSIFIED PERSONNEL POLICY**

**Synopsis:**

**Approved by the Board of Education: October 1, 1994. Last Revised: June 7, 2012.**