

Reduction in Force (RIF) Procedures

The decision to institute a RIF and the selection of an employee or employees subject to such reduction shall be at the sole discretion of the Board, except for the following limitation: The decision as to which employee or employees shall be subject to such reduction shall not be made solely on consideration of employee seniority or contract status.

Prior to commencing action to terminate certified employee contracts under these procedures, the Board will give due consideration to its ability to effectuate position elimination and/or reduction in staff by:

- a. Voluntary retirements;
- b. Voluntary resignations;
- c. Transfer of existing staff members to another position for which the individual is appropriately qualified; and
- d. Voluntary leaves of absence.

Procedures

1. Upon its declaration of a financial emergency, the Board shall reopen the salary and benefits compensation aspects of the negotiated agreement, to include the length of the certificated employee contracts along with the amount of compensation and benefits.
2. The Board and the Lakeland Education Association ('LEA') shall meet and confer in good faith for the purpose of reaching an agreement.
3. If the parties to the negotiated agreement mutually agree, other matters contained within the negotiated agreement directly affecting the financial circumstances in the district may be discussed and negotiated.
4. Prior to commencing action to terminate certificated employee contracts under these procedures, the District Administration will determine what building(s), grade level(s), and/or subject matter(s) need to be reduced pursuant to this policy. The District Administration will make a list of the certificated employee's names, subjects, grade levels and buildings.
5. In the event a RIF is required, certificated employees, who are retained pursuant to this policy, may be reassigned if suitable position openings are available in instructional areas for which they are endorsed and for which the principal has approved the transfer pursuant to Idaho Code requirements.
6. In making a determination as to the individuals to be released pursuant to the RIF, consideration will be given to criteria. Each criterion, below, shall be considered in terms of the total context when selecting those employees who are to be considered for reduction. The following criteria will be considered:

- a. Evaluations
 - b. Educational Certification and Credentials
 - c. Student and/or School Activities
 - d. Extracurricular Activities
 - e. Extra-Duties
 - f. Professional Contributions
 - g. Longevity
 - h. Tie Breaker Considerations
7. All position considerations for a RIF will be jointly reviewed by the District Leadership team and the LEA Leadership team prior to completing Policy 5740F.
 8. The Superintendent, Assistant Superintendent, the HR Director, and building administrators will determine the points received on Policy 5740F for the certificated employees considered for a RIF. Considerations start with the lowest points allocated for Category 2, Category 3, and all renewable certificated employees who scored Overall Basic or have a Basic classification in Domain 2 and/or Domain 3 on the prior and/or current year's Individualized Professional Learning Plan (IPLP).
 9. If additional reductions are necessary, then all remaining certificated employees will be identified and scored. RIF considerations will start with the lowest score.
 10. The HR Director will provide a RIF notice and Policy 5740F to the certificated employee affected by the RIF, along with a copy of the RIF policy and procedures.
 11. If the certificated employee selected for a RIF believes there is an error made on the scoring form, the certificated employee shall notify the HR Director of his/her concern, in writing, by the close of the 3rd work day after the RIF notice has been received. The certificated employee shall identify what element(s) is/are believed to be erroneous and explain why the element(s) is/are believed to be in error.
 12. If the HR Director receives notice of possible errors, each written notice shall be reviewed for possible reconsideration or reevaluation of the information used to create the certificated employee score.
 - a. If the HR Director determines an error was made, then a new form will be created and forwarded to the certificated employee within five (5) work days from the date of submission.
 - b. If the HR Director determines that no error was made, then the certificated employee shall be notified of the determination within five (5) work days from the date of submission.
 13. The certificated employee shall have three (3) work days to file written notice of an appeal of the HR Director's decision to the Superintendent. The Superintendent shall review the dispute and make a final decision on the issue of the appeal. The final decision is exempt from any Grievance Policy.
 14. Certificated staff members not affected by a RIF may be reassigned and may have extra duty assignments removed with appropriate reductions of salaries from pre-existing salary levels.

15. Certificated employees who are affected by the implementation of a RIF will be promptly notified in writing of the Board's decision or actions that need to be taken by the Board relating to their right to a due process hearing.
16. Any certificated employee who loses a position as a result of the RIF shall be placed on a recall list for two years from the effective date of the RIF. When an opening occurs, Principals will use the score from the RIF Form to make priority callbacks subject to approval by the Board and the Administration. However, if a position is opened, it shall be opened to all persons affected by the RIF. Reasonable effort will be made to contact all parties involved. Such recall rights or opportunities are also based upon the same criteria and will be implemented in the reverse order of the RIF.
17. The recalled employee will return with no loss of prior service credit placement on the current salary schedule. Any employee who has been recalled is entitled to credit on the salary schedule for any contracted teaching experience gained during the RIF and for additional college coursework completed.

Policy History:

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