

1 The purpose of this policy is to establish an orderly procedure for reducing the number of non-  
2 certified employees of the school system.

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4 **A. GROUNDS FOR REDUCTION IN FORCE**

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6 A reduction in force of non-certified employees is any demotion or termination of three  
7 (3) or more non-certified employees in a group or class of employees during the school  
8 year for any of the following reasons:

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10 **1. District Reorganization**

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12 District reorganization is defined as (a) the closing, consolidation, or  
13 reorganization of schools, school buildings, or facilities; (b) the elimination,  
14 curtailment, or reorganization of a curriculum offering, program, or school  
15 operation; or, (c) the merger of two or more school systems.

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17 **2. Declining Enrollment**

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19 Declining enrollment exists (a) when the enrollment or projected enrollment for  
20 the next succeeding school year causes a decrease in the number of non-certified  
21 positions allocated by the State or any other funding source; or, (b) when the  
22 enrollment or projected enrollment of a curriculum offering or program for the  
23 next succeeding school year is inadequate to justify continuation of the course of  
24 program.

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26 **3. Financial Exigency**

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28 Financial exigency means (a) any significant decline in the Board of Education's  
29 ("Board," hereafter) financial resources that compels a change in the school  
30 district's current operational budget; (b) any significant decrease or elimination in  
31 funding for a particular program; or, (c) any insufficiency in funding that would  
32 render the Board unable to continue existing programs at current levels.

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34 **B. PRELIMINARY DETERMINATION**

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36 1. The Superintendent shall determine whether or not a reduction in force for non-  
37 certified employees is necessary, appropriate, or in the best interests of the school  
38 system.
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40 2. If the Superintendent determines that a reduction in force is necessary, appropriate, or  
41 in the best interests of the school system, then he or she shall present to the Board a  
42 recommendation that must include:
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- 44 a. The grounds for a reduction in force;  
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46 b. The number or estimated number of non-certified positions to be reduced,  
47 and,  
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49 c. The background information, data, and rationale for the recommendation.  
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51 3. The Board will review the Superintendent's recommendation and will determine  
52 whether to reduce the number of non-certified employees or to reduce their terms of  
53 employment.  
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55 4. If the Board, after exploring, considering, and discussing a variety of ways to avoid a  
56 reduction in force, determines that a reduction in force of non-certified employees is  
57 necessary, the Superintendent shall recommend to the Board which individuals are to  
58 be dismissed, demoted, or reduced to part-time employment, based on the criteria set  
59 forth below.  
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61 5. The proposed reduction may occur on a system-wide, department, program, service,  
62 or school basis, or otherwise.  
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64 **C. CRITERIA**

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66 The primary consideration in any reduction in force will be the maintenance of a sound  
67 and balanced educational program that is consistent with the functions and  
68 responsibilities of the school system. The Superintendent shall have discretion to  
69 determine where and how reductions will be made to ensure an orderly and manageable  
70 reduction in force (e.g., by limiting the affected group of employees to those employees  
71 who work in the school, facility, program, or department subject to the reduction in  
72 positions). The Superintendent will consider a variety of factors in determining which  
73 employees will be included in the reduction in force, including the following:  
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- 75 1. Performance, as indicated on formal evaluations and other available  
76 documentation;  
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78 2. Length of service, with higher priority given to service in this school system;  
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80 3. Service in a program area where there is a limited pool of qualified or available  
81 personnel;  
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83 4. Degrees, licenses, and other indications of an employee's potential to contribute  
84 and progress in the school district;  
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86 5. Other beneficial services provided by the employee to the school system; and,

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6. Continuity and stability of existing operations and programs.

The Superintendent shall develop a system for using the above-mentioned factors to determine which employees will be recommended to the Board for inclusion in the reduction in force. The Superintendent may determine that special or exceptional circumstances exist that would warrant limited exceptions to the application of such criteria to specific individuals, consistent with Board policy, state, and federal law (e.g., the desire to retain employees specifically qualified and/or necessary to complete or continue a program/project, or other special circumstances). Such instances will be reported to the Board.

**D. PROCEDURE FOR TERMINATION**

The Board will consider the Superintendent’s recommendation and may, by resolution, order dismissal or demotion of an individual or reduce an individual to part-time employment. **In the event that a non-certified employee is dismissed, demoted, or reduced to part-time employment due to a reduction in force, the Superintendent shall furnish to the employee a written notice of the Board’s decision to reduce the number of non-certified employees or to reduce their terms of employment in accordance with this policy.**

APPROVED BY BOARD  
AND EFFECTIVE \_\_\_\_\_

