

## Section 400 – Personnel

### Certificated Employee Termination of Employment

#### Certificated Employee Reduction In Force

File: 408.05

Anything in this policy to the contrary notwithstanding, this policy shall specifically permit and allow reductions in force to occur which deal with total elimination or termination or amendment of contracts or positions, which deal with reductions in force from full-time to part-time, which deal with reductions in force from part-time to a lesser part-time, or which deal with any other reductions in force, which result in the termination or amendment of a certificated employee's contract or employment position.

Reductions in force of certificated staff members may be required due to decreasing enrollment, limited financial support, changing programs, or other changes in circumstances. If such changes occur and a reduction of certificated staff is necessary the superintendent of schools shall recommend to the board of education those certificated employees to be terminated under the reduction-in-force provisions of the continuing contract laws; provided, however, that no permanent employee may be terminated through reduction-in-force while a probationary employee is retained to perform a service that the permanent employee is qualified by certification and endorsement to perform or where certification is not applicable, by reason of college credits in the teaching area.

Due to the often intimate, confidential, and unique personal working relationship necessary between the administration and the board of education, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no right under this policy to any administrative position within the school system.

The process of selecting personnel for reduction in force will involve consideration of the following criterion: (1) programs to be offered; (2) areas of certification and endorsement which may be required to maintain accreditation; (3) special qualifications that may require specific training and/or experience; (4) contributions to activity programs; (5) qualifications based on past performance and competence as determined by the principal and/or superintendent of schools through employee evaluation procedures; (6) the organizational and educational impact created by multiple part time certificated employees; and (7) any other reasons which can be rationally related to the instruction in or administration of the school system. The weight each criterion carries is determined by the Board of Education.

Employee evaluations (including frequency of evaluations, evaluation forms, and number and length of classroom observations, if applicable) used for purposes of this policy shall conform to the board policies and administrative rules, regulations, and practices (in effect at the time) related to the periodic evaluation of certificated staff members.

Any certificated employee whose contract is terminated because of reduction in force shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect. Such employee shall have preferred rights to re-employment for a period of twenty-four months commencing at the end of the contract year and the employee shall be recalled on the basis of length of service to the school to any positions for which he or she is qualified by endorsement or college preparation to teach. The employee shall, upon

