

REDUCTION IN INSTRUCTIONAL STAFF WORK FORCE

When the Lin-Wood Cooperative School Board finds it necessary to reduce the number of certified full time and/or part time positions for reasons of declining enrollments, budget reduction, change in or consolidation of board-authorized programs, or (for any other reason determined necessary or desirable by the School Board), the following reduction in force policy shall be implemented.

A. Notice

1. The Superintendent of Schools shall notify the President of the Teachers' Association and all of the teachers in the specific classifications upon which it is contemplated a position shall be eliminated immediately after the finalization of the District Budget at the Annual District meeting.

For the purposes of this policy, classifications are defined as follows:

K through fifth grade; sixth through eighth; ninth through twelfth grade. In secondary schools, classifications shall be defined by major teacher subject areas. For each secondary school, the classifications in each school are further defined according to the course of study being offered: English, Social Studies, Math, Science, Foreign Language, Business, Physical Education, Technology Education, Vocational Arts, Industrial Arts, Special Education, Music, Alternative Education, Guidance, Library, Art, Family & Consumer Science.

2. The School Board shall accept any written presentations regarding the reduction in force from teachers' unions, individual teachers, or the public.
3. The decisions to implement the reduction in force shall be made at the sole discretion of the School Board.

B. Procedures for Determining Reduction in Force

1. The School Board shall make every reasonable effort to minimize the effects in reduction in force on the current staff by absorbing as many positions as possible through attrition (retirements, resignations, and refusal to contract).
2. If further reductions in staff are necessary, the School Board should retain those teachers who, in its sound discretion, shall be the best teachers for the school system and the students it serves.
3. Teachers whose position has been identified to be eliminated shall have the right to be offered a contract for the following school year for a position for which the teacher is certified provided that a position becomes vacant and available prior to the commencement of the next school year. There shall be no obligation on the part of the School Board to offer a position to a teacher who has been identified as a teacher to be "laid off" if there is no known vacancy for the following year for which the teacher is certified.
4. Specifically, the School Board does not condone "bumping". The best teachers shall be retained, regardless of whether the teacher is probationary or not. A teacher with more than three years of

employment in the school district shall not have the right to displace another teacher with less than three years of service in the school district.

5. In identifying which teachers to release, the School Board shall consider the following factors: certification, job performance (annual evaluations), academic preparation, professional growth and experience in certified area and/or job classification. All of the factors being equal, then seniority shall be considered in making the final determination. Seniority is defined as the total number of years continuously employed in this School District.
6. There shall be no recall rights for terminated employees. However, the school administration shall consider the applications of terminated employees for such positions which may become available in subsequent years provided that said terminated employees submit a seasonable and timely application at the time the position becomes vacant. A previously employed teacher who returns to a teaching position within a three year period shall resume employment by the school district at no less than the step occupied when the teacher position previously held was terminated.
7. Any transfer, assignments, or re-assignments resulting from or involved with a reduction in staff shall be made at the sole discretion of the Superintendent of Schools. In the event of a change of assignment or transfer as a result of the reduction in force, the teacher involved shall be notified of such change.
8. This reduction in force procedure is the only procedure that may be used in a reduction in force. No other personnel action, other than a reduction in force, may be considered under this policy.

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