

CLASSIFIED EMPLOYEE REDUCTION IN WORKFORCE

Code # 413.5 R

A. Classification

For purposes of staff reduction, employees will be identified by job classification.

B. Reduction Procedures

In the event that the support staff must be reduced, the District will attempt to accomplish the reduction by attrition. If attrition does not accomplish the necessary reduction, the District shall consider the following information when making its final decision on lay-offs: ability, experience, evaluations, and seniority in the classification. The following procedure will be used:

1. The District will identify the classification and position to be reduced. In considering ability, experience, successful performance, and seniority, the District will evaluate all employees in the identified classification. The employee selected will be notified that the position will be reduced. The notification shall contain the reason(s) for the reduction and the effective date of said reduction. However, the reduction shall not be effective sooner than fourteen (14) calendar days following the notification.
2. Laid-off employees shall have the right to request a transfer to a different classification, provided the employee possesses the qualifications for the position as set forth in the job description for the position. The district is not required to honor said request.
3. In order to request a transfer, the employee shall provide written notification to the superintendent within seven (7) calendar days of the notice of reduction. Failure by an employee to act by said seventh (7th) calendar day shall terminate that employee's displacement rights and the employee shall be laid off.
4. In order to avoid staff reduction, the Board shall have the discretion to reduce the length of an individual employee's work year and/or work day. The employee(s) whose work is to be reduced shall be chosen on the basis of the employee's ability, experience, evaluations, and seniority in the affected job classification be.

C. Recall Rights

1. A laid-off employee shall advise the administrator of his/her current address during layoff.
2. Laid-off employees shall retain their recall rights for one (1) year after their last day of work for the District.
3. If the Board of Education decides to recall employees within the categories, employees in such classification shall be recalled in inverse order of layoff. If there is no employee on recall who, at the time of his/her layoff was employed in

the job classification in which a vacancy has occurred, then the District will not fill such vacancy until seven (7) calendar days after mailing notice of the vacancy to all employees on recall.

4. The District shall notify an employee of recall by certified mail, return receipt requested, and shall include a copy of these recall procedures with the notice.
5. If an employee fails to notify the superintendent of a change of address, or if an employee fails within fourteen (14) calendar days of the date on which the notice of recall was mailed to notify the superintendent of his/her intention to return to work, all recall rights shall terminate. However, the employee must agree to report to work within fourteen (14) calendar days after acceptance of recall or his/her recall rights shall terminate.

D. Benefits

1. The period of layoff, limited to the period during which an employee retains recall rights, shall not change the employee's seniority date.
2. To the extent permitted by the insurance carriers involved, but limited to the period during which an employee retains recall rights, a laid-off employee shall have the right to continue to participate in any or all of the group health insurance programs provided under this contract by paying the premiums himself/herself.
3. Sick leave accumulation at time of layoff shall be restored to the employee upon return to work.
4. Recalled employees shall be placed on the same step of the salary schedule that they were on at the time of their layoff, subject to provision of rules and regulations concerning wages. A recalled employee may be granted salary schedule step credit for comparable employment during layoff.