

### Reduction in Force

When the Board of Trustees, with input from certified and administrative staff, has determined that reductions in the local educational programs and services are imminent, certain positions will be eliminated. The exclusion of programs or services will be in such a manner as to have the least effect on the quality of education. Attrition shall be the preferred method.

When the Lake Pend Oreille School District Board of Trustees has determined whatever financial reductions will be made, the Board of Trustees will publicly announce the complete details of all reductions, exclusions, and consolidations along with their associated impact on the school district. Every effort will be made to give due process notification to employees within forty-five (45) days of the public announcement.

### Certified Staff

This portion of the policy shall apply to any employee of the District who holds a certificate issued by the State Department of Education who is employed in a teaching, pupil service, or administrative position, below the rank of Superintendent.

1. After the steps outlined in the assignment, reassignment, and transfer language in the Negotiated Agreement have been completed, employees on the involuntary transfer list who have not been placed in an open position shall be compared to all employees in the district who are currently working in positions that require the same endorsement(s) as held by the affected employee.
2. If there are employees who fall into the performance category of "basic" in those positions that require the same endorsement, the employee shall be offered the position of the least senior employee with a "basic" classroom performance. In order to establish a trend of performance, evaluations must show a consistent pattern over at least two of the past three years, unless fewer than three years are available.
3. If all classroom performances are equal, the employee shall be offered the position of the least senior employee in the district working with the same endorsement(s).
4. If both performance and seniority are equal, the following items shall serve as tiebreakers: additional specialized training, additional endorsements, assignments that strengthen the school as a whole, experience in the assigned grade level or subject area, and performance in the assigned grade level or subject area. The Superintendent or designee shall determine the weight of each of these items when making his or her decision.
5. Once the above steps have been completed, the reduction in force list shall be sent to the Board for their approval. Individuals placed on the reduction in force list shall also stay eligible for an involuntary transfer until the effective date of the reduction in force (July 1<sup>st</sup>).
6. Each employee placed on the reduction in force list shall have a period of three (3) business days to file written notice of an appeal of this decision to the District's Superintendent. Thereafter, the Superintendent, or the Superintendent's designee, shall review the dispute to ensure that all of the necessary steps leading to a placement on the

RIF list have been followed. If irregularities are found, the teacher making the appeal shall be notified that their status on the RIF list shall be held in abeyance until the noted irregularities can be corrected. The teacher making the appeal shall then be notified of their final status relative to the RIF list depending on the nature of the corrections.

7. Anyone who loses a position as a result of a reduction in force shall be placed on a recall list for one (1) year from the effective date of the RIF. When an opening occurs, the Superintendent or designee may choose to use the list for recall of a position. If an employee is selected from the list, they shall fill the position without need to interview.
8. If more than one building would like to select the same individual from the list, each position shall be offered to the employee. The employee shall then select which position they would like to fill.
9. If the Superintendent or designee chooses not to select from the list, the position shall be opened. However, if a position is opened, all employees on the list who are eligible for the position automatically become applicants for the position.
10. A person whose name is on the recall list may decline a position offered and still maintain a spot on the list.
11. All offers to persons on the recall list shall be made either by personal contact or by certified mail. A person shall respond to such an employment offer within three (3) business days immediately following receipt of the offer.

#### Classified Staff

1. Each employee in a budgeted position shall accrue seniority, limited to the number of years of continuous service with the District.
2. Seniority shall commence from the day of initial hire and shall accrue through the period of regular employment. Seniority may be held in more than one position title and/or school/department.
3. Other factors that may be considered in placing an employee on the reduction in force list are past job performance and qualifications.
4. The reduction in force list shall be sent to the Board for their approval.
5. Each classified staff shall have a period of three (3) business days to file written notice of an appeal of this decision to the District's Superintendent. Thereafter, the Superintendent, or the Superintendent's designee, shall review the dispute to ensure that all of the necessary steps leading to a placement on the RIF list have been followed. If irregularities are found, the individual making the appeal shall be notified that their status on the RIF list shall be held in abeyance until the noted irregularities can be corrected. The individual making the appeal shall then be notified of their final status relative to the RIF list depending on the nature of the corrections.
6. Individuals placed on the reduction in force list shall be given priority consideration for

vacancies in the twelve (12) months following the effective date of the reduction in force. Any classified staff reinstated within the twelve (12) months shall retain all previous seniority.

7. When offered a reinstatement, the individual must reply to the District within three (3) business days immediately following receipt of the offer.

Previous Policy        602.7

Policy History

Adopted on:    October 11, 1988

Revised on:    June 12, 2018