

REDUCTION IN FORCE (RIF) POLICY FOR NON-TEACHER EMPLOYEES

The Board shall have the authority to make, and shall make provisions for, a reduction in the number of employees of the School District, which may be made for reasons of program elimination, declining enrollment, insufficient funds, or other just causes as approved by the Board. All reductions of employees shall be in accordance with requirements contained in state statutes and Board policy. Normal attrition, voluntary retirements and voluntary leaves of absence shall be considered prior to any staff reduction.

- I. Definition of "non-teacher employee": Any person in the employ of the School Board who is not a teacher or bus driver.
- II. Employment of non-teacher personnel may be terminated because of a financial exigency or a program change. If the Board decides after preliminary findings presented by the Superintendent that a state of financial exigency exists or a program change has occurred or should be considered and the termination of employment of some non-teacher employees may be a required consequence, it shall authorize the Superintendent to prepare a statement that identifies the state of financial exigency or program change and options possible.
- III. After studying all options available, the Superintendent will transmit to the Board a statement that designates the options and areas of school operation affected and the criteria for dismissal.
- IV. The criteria for dismissal of non-teacher personnel should provide that the primary consideration should be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the School Board. Based on this principle, the following criteria are to be used in reduction of staff:
 - A. Seniority
 - B. Performance (Applies only to employees currently subject to an employee evaluation system.)
 - C. Education

1. College
 2. High School
- V. If, after considering the Superintendent's recommendation, the Board acts to terminate employment of certain non-teacher employees, written notice of that fact shall be given by the Superintendent or his designee by certified mail, return receipt requested, to the employee to be terminated. Prior to this notification, it is the responsibility of the Human Resources Division to consult with the employee. The employee's address, as it appears on the School Board's records, shall be deemed the correct address. It shall be the employee's responsibility to see that the School Board has his/her current address on file. It is recommended that an employee be given not less than 30 calendar days' notice before termination becomes effective.
- VI. Within 10 days after receiving a notice of termination, a non-teacher employee may request in writing a review of the action by the Superintendent should he/she feel that the decision to terminate him/her has been arbitrary or capricious. The decision of the Superintendent will be in writing within 15 days after receipt of the request to review.
- VII. Terminated employees will be placed on a priority list according to seniority and positions qualified for. These employees, if deemed qualified for positions that become available, will have priority for such positions. A limit of one year will be placed on the time an employee is recalled within one year and all sick leave and personal leave accrued on the effective date of layoff will be restored.
- VIII. This Reduction in Force Policy is the only procedure that may be used in a reduction in force. Any existing procedure for reconsidering or examining an employee discharge, non-reappointment, or grievance will not be considered in implementing a reduction in force. Similarly, no personnel action other than a reduction in force may be considered under this policy.

If any provision of the policy or the application thereof is held invalid, such invalidity shall not affect other provisions of this policy which can be implemented without the invalid provisions and, to this end, the provisions of this policy are hereby declared severable.

Any and all provisions of this policy shall yield to existing state law, whether

File: GCKA

statutory or not, when held to be in conflict with said law or laws.

Approved: 12/21/83

Revised: 9/15/99