

**CHESTERFIELD COUNTY PUBLIC SCHOOLS  
REDUCTION IN FORCE (RIF)  
FREQUENTLY ASKED QUESTIONS (FAQ)**

**RIF – General Information**

**1. Q: What is a Reduction in Force, or RIF?**

**A:** A Reduction in Force, or RIF, is a modification of the educational program which results in a reduction in staff from the school division. The reduction is accomplished through layoffs.

**2. Q: Why is the Reduction in Force necessary?**

**A:** For FY2010, Chesterfield County Public Schools (CCPS) will face a \$52 million funding gap.

**3. Q: Who decides which positions will be RIF'd?**

**A:** The School Board, upon the recommendation of the Superintendent, determines the program adjustments to be made and the reduction in force required.

**4. Q: When will I know which positions will be RIF'd?**

**A:** Although the Superintendent will present his budget to the School Board on January 27, the budget must still be approved by the Board of Supervisors. This will not occur until April 15. Definitive determinations of the positions to be RIF'd will not be made until that time.

**5. Q: How will CCPS determine who will be laid off?**

**A:** School Board Policy 533 dictates how the Reduction in Force will be implemented. Teacher and support personnel layoffs shall be made within endorsement areas or position classifications. Within these areas, layoffs are determined based on seniority, the least senior person being laid off first.

**6. Q: Where may I obtain a copy of School Board Policy 533?**

**A:** School Board Policy 533 is available on-line on the Chesterfield County Public Schools website. Click on "School Board", then "Policy Manual" which is listed directly under "Items of Interest".

**7. Q: How will I know if I will be laid off?**

**A:** The Human Resources Department will notify each employee who will be laid off via a formal letter and an in-person meeting.

**8. Q: When are the layoffs effective?**

**A:** Layoffs will be effective for the 2009-2010 school year.

9. **Q: Are part-time employees subject to layoff?**

A: Part-time employees are not covered by the RIF policy. Part-time employment will normally be terminated prior to the layoff of full-time employees.

### **Seniority**

10. **Q: How is “seniority” determined?**

A: For teachers, seniority is the period of time beginning with the most recent term of continuous full-time service as a **certificated** employee with CCPS.

For support personnel, seniority is the period of time beginning with the most recent term of continuous full-time service with CCPS. With respect to support personnel, all continuous full-time employment with CCPS, regardless of the position, shall be counted toward seniority.

11. **Q: Does temporary, interim, substitute, or part-time employment count toward seniority?**

A: No. Only continuous full-time service counts toward seniority.

12. **Q: Does service with Chesterfield County Government count towards service with CCPS?**

A: No, service with Chesterfield County Government does not count towards service with CCPS.

13. **Q: Does an approved leave of absence count towards seniority?**

A: Yes.

14. **Q: Is the RIF/seniority applied by school/department?**

A: No. The application of the reduction in force policy and seniority is on a division-wide basis rather than by individual facilities.

15. **Q: If I am a teacher who has several endorsements, am I placed on the seniority list for each endorsement?**

A: A teacher is placed on seniority lists for which the endorsement requirements are fully met for the teacher’s active assignment. In addition, a teacher who holds a current endorsement in an area previously taught on a full-time basis within the past seven years will be placed on the seniority list for that endorsement area.

16. **Q: Who develops the seniority lists?**

A: The Department of Human Resources will develop and maintain seniority listings for each endorsement area/position classification being reduced.

17. **Q: Will the seniority lists be published?**

A: No. The seniority lists will not be published.

### **Recall**

18. **Q: Can I be recalled to my position if a vacancy occurs in the future?**

A: Employees who are laid off shall be offered reemployment as vacancies occur in the endorsement area for which they are qualified or position classification from which they were laid off.\* When a vacancy occurs, the most senior released employee in the applicable area will be recalled first.

\*Per Policy 533, "Released continuing contract teachers shall be offered reemployment as vacancies occur." The policy does not provide recall rights to probationary teachers, however such teachers are eligible to be considered as applicants and may reapply for positions once all continuing contract teachers in the respective endorsement area have been offered recall.

19. **Q: How will CCPS know who to recall when vacancies occur?**

A: The Department of Human Resources will develop and maintain recall listings of all employees who have been laid off.

20. **Q: If I am laid off, for how long am I eligible to be recalled?**

A: Fifteen (15) months.

21. **Q: Can CCPS hire outside individuals instead of using the recall list?**

A: No. No new persons shall be employed in affected areas until all persons laid off from such positions have been provided with the opportunity of filling the available positions.

22. **Q: Can I be recalled to a higher level position than the one from which I was laid off?**

A: No. A person shall not have a right to be recalled to a position higher than the one from which he or she was laid off.

23. **Q: If I am recalled, will it be to the same position at the same location from which I left?**

A: Individuals will be recalled to the position classification from which they were laid off, but not necessarily to the same building or department location.

24. **Q: If I am laid off and decide to substitute teach, will this affect my recall rights?**

A: No. Acceptance of substitute or part-time employment will not affect your recall rights.

25. **Q: If I accept another job outside of the school division before I am laid off will I still be eligible for recall?**

**A: No. In this situation the employee would resign their position as opposed to being laid off. Accordingly, the employee becomes ineligible for recall.**

### **Bumping**

**26. Q: Do teachers have bumping rights?**

**A: Yes. Teachers are able to bump based on division-wide seniority within their endorsement area.**

**27. Q: Are support personnel able to bump into lower level positions?**

**A: Yes. Support employees may be considered for lesser positions which the Superintendent determines to have generally similar duties and for which they are otherwise qualified.**

**28. Q: Are support personnel able to bump into positions within the same grade?**

**A: Support employees are able to bump into positions within the same grade which the Superintendent determines to have generally similar duties and for which they are otherwise qualified.**

**29. Q: Thirty-eight 11-month secretaries (grade 35) are being RIF'd. What does this mean for other employees in secretarial/clerical positions?**

**A: The thirty-eight (38) least senior 11-month secretaries in the division will either be laid off or entitled to bump other employees. Bumping is based on seniority and may occur in any of the following categories as related to the 11-month secretaries:**

**Guidance Technician – Grade 35  
Program Technician II – Grade 35  
Secretary – Grade 35  
Secretary – Special Education – Grade 35  
Program Technician I – Special Education – Grade 35  
Human Resource Technician – Grade 34  
Office Assistant Senior – Grade 34  
Program Technician I – Grade 34  
Office Assistant – Grade 33**

**This means that although the position of 11-month secretary is being RIF'd, employees in any of the above listed job categories may be subject to layoff.**

**30. Q: Is an 11-month secretary at the elementary level able to bump a 12-month secretary at the middle or high school level?**

**A: Yes. The reduction in force is administered by seniority and position classification and not by contract length or school level (elementary, middle, or high).**

**31. Q: Are grade 35, 11-month secretaries able to bump up a level, for example, to a grade 36 administrative secretary position?**

**A: No. Employees are not able to bump up. Bumping occurs to similar positions in the**

same grade level and/or below.

**32. Q: Are 11-month secretaries who are being RIF'd able to bump into the instructional aide job category?**

**A: No. Bumping occurs to positions that have generally similar duties.**

### **Administrative and Supervisory Positions**

**33. Q: I am an administrator. My position is the only one of its kind in CCPS. If my position is cut, can I be placed in another position?**

**A:** Where there is only one person in a position classification determined to be one which must be reduced, that person shall be laid off unless the Superintendent considers such employee for another administrative or professional position.

**34. Q: If an administrator's position is cut, can he or she be considered for a teaching position?**

**A:** An administrator or professional who achieved continuing contract status in Chesterfield or in any school division in the Commonwealth as a teacher prior to taking the administrative or supervisory position and who is recommended for reduction, shall also be considered for a teaching position in the program or area which he or she left, providing his or her certification is still valid.

**35. Q: How will layoffs occur for administrators if there are more than one in a position classification?**

**A:** Where there is more than one person in a position classification, the primary factors to be considered in layoff shall be job performance, the specific needs of the school division, and any special qualification an individual might possess. In those cases where no significant difference among individuals exists after a review of these factors, layoff shall be based on seniority, the least senior being laid off first.

### **Leaves of Absence**

**36. Q: How does the RIF affect me if I am currently on FMLA or other approved leave of absence?**

**A:** The RIF policy will apply to you as if you were an active employee. Your leave of absence will be treated as continuous service.

### **Benefits**

**37. Q: If I am laid off, will I be paid for my vacation/personal leave balances?**

**A:** Employees who are laid off shall be paid for accumulated vacation/personal leave not to exceed the maximum permissible accumulation rates.

**38. Q: Will I be paid for my sick leave balances?**

**A:** Only individuals who have applied and have been approved for retirement are eligible for

payment of sick leave balances.

**39. Q: When will my CCPS benefits end?**

**A:** If you are on a 10-month contract, your benefits will end 8/31/09.  
If you are on an 11-month contract, your benefits will end 7/31/09.  
If you are on a 12 month contract, your benefits will end 6/30/09.

**40. Q: Will I be eligible to continue my health, dental and life insurance beyond that date?**

**A:** Yes. You will have the option to continue your health and dental benefits through COBRA at the full cost of the benefits plus a 2% administration fee. You will also be able to convert your life insurance to an individual policy.

**41. Q: If I am recalled after layoff, will the period of layoff affect my eligibility to receive retiree health benefits?**

**A:** Your retiree health benefits will be based on your eligibility prior to the layoff. Please refer to School Board Policy #532 for additional information.

**42. Q: If I am laid off will I lose my retirement funds?**

**A:** No. Your funds remain in your Virginia Retirement System (VRS) account until you withdraw them or begin receiving your retirement benefit (retire). If you obtain a job with another VRS covered employer and have not withdrawn your funds, your retirement funds will continue to accumulate.

**43. Q: What are the minimum requirements for me to retire?**

**A:** The minimum requirements are 50 years of age with 10 years of VRS service or 55 years of age with 5 years of VRS service.

**44. Q: What if I plan to retire at the end of the current year and participate in the Supplemental Retirement Program?**

**A:** If your position is RIF'd you will be able to retire and participate in SRP.

**45. Q: Who should I contact if I am planning to retire?**

**A:** If you plan to retire you should contact the Office of Compensation and Benefits to obtain a retirement package.

**46. Q: Who should I contact if I have questions regarding the money I have invested in a tax sheltered annuity (TSA)?**

**A:** You should contact your AIG representative.

## **Assistance**

**47. Q: What assistance will CCPS provide for employees who are laid off?**

**A:** CCPS will work with the Virginia Employment Commission to provide information regarding unemployment benefits and available community resources for displaced employees. CCPS will also coordinate with surrounding school divisions to identify potential vacancies for which employees may be eligible to apply.

**48. Q: Other than the newspaper, where can I find out about job opportunities?**

**A:** Other sources include: friends, relatives, private employers, the Virginia Employment Commission, local libraries, temporary agencies, community colleges and trade schools, community organizations, churches, veteran's placement centers, trade journals and associations, the Internet, job fairs, radio, and television.

**49. Q: Will the Employee Assistance Program (EAP) be available for those who would like to access it?**

**A:** Yes. The Employee Assistance Program will be available for those who would like to utilize its services.

**50. Q: Who should I contact if I have additional questions regarding the Reduction in Force?**

**A:** You may call or email the Human Resources Department (RIF@ccpsnet.net) if you have additional questions regarding the Reduction in Force.