

REDUCTION IN FORCE

(RIF)

School Board Policy 533 - Reduction In Force

When is a RIF necessary?

A decrease in pupil enrollment, **insufficient funding**, expiration of special grants and/or other conditions may require a modification of the educational program which results in a reduction in staff from the school division.

APPLICATION

The application of the reduction in force policy shall be for **the division as a whole** rather than by individual facilities except that employees employed in programs funded through special grants and other special sources of funding shall be treated as separate categories, unless otherwise provided for in the policy.

APPLICATION

- Teachers
- Support Personnel
- Administrative/Supervisory Personnel

A teacher is defined as:

- A person who holds a current teaching certificate issued by the Virginia Department of Education
- who is employed on a full-time contractual basis by the Chesterfield County Public Schools
- and who has been placed on the teacher's salary schedule by formal action of the school board

Process for Teacher Layoff

- The primary factor considered in reduction in force shall be seniority, the least senior person being laid off first.
- Probationary teachers shall be laid off prior to continuing contract teachers.

Process for Teacher Layoff

- Seniority shall be that period of time commencing with the **most recent** term of continuous service as a certificated employee with the **Chesterfield County Public Schools** including authorized leave.
- **Excludes temporary**, interim, substitute, or **part-time** employment.
- The initial date of employment shall be the date of appointment to a teaching position, as distinguished from the date of the school board meeting where such an appointment was approved.

Process for Teacher Layoff

- If two or more teachers have the same length of service, they are ranked by **date of contract offer** that begins the most recent period of continuous service, and, if necessary, date of receipt of most recent application resulting in employment, and finally, by lot.

Process for Teacher Layoff

- Each teacher in the affected endorsement area or instructional program who is recommended for lay off from that area or program shall have the right to be considered in **all programs or instructional areas for which the endorsement requirements are fully met by the endorsement on which the teacher's active assignment has been based.**
- In addition, a teacher who holds **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.

Process for Teacher Layoff

- Released continuing contract teachers shall be offered reemployment as vacancies occur.
- When a vacancy occurs, the most senior released employee will be recalled first.
- No new teachers shall be employed for an area or program until all properly certified continuing contract teachers released from such assignment have been provided with the opportunity of filling the available positions.

Process for Teacher Layoff

5. The provisions of paragraph C, shall not apply in those cases where the employment of teachers whose special skills and/or active assignment is essential to the effective operation of the school system. The determination of essential personnel shall be at the sole discretion of the school board upon recommendation of the superintendent.

recommendation of the superintendent.

Process for Support Personnel Layoff

- Support personnel are defined as those persons assigned **full-time** to a position not categorized as a teacher or administrative/supervisory personnel.
- The primary factor to be considered in making both the recommendation and the determination shall be based **on seniority, the least senior being laid off first.**

Process for Support Personnel Layoff

- The procedure by which support personnel shall be laid off shall be the same as the teacher process with the **exception** that **all employment** with the Chesterfield County Public Schools, regardless of position, shall be counted toward seniority.
- In addition, an employee who is recommended for layoff from his or her present position may be considered for **lesser positions** which the superintendent determines to have generally **similar duties and for which the person is otherwise qualified.**

Process for Support Personnel Layoff

- Released employees shall be offered reemployment as vacancies occur in **the position which they held.**
- When a vacancy occurs the most senior released employee will be recalled first.
- No new persons shall be employed for a position until all persons released from such positions have been provided with the opportunity of filling the available positions.

Process for Administrative/Supervisory Personnel Layoff

- 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.
- An administrator or professional who achieved continuing contract status in Virginia as a teacher prior to taking the administrative or supervisory position and who is recommended for reduction, shall also be considered as a teacher in the program or area which he or she left, providing his or her certification is still valid.

Process for Administrative/Supervisory Personnel Layoff

- Where there is more than one person in a position classification, the school board on the recommendation of the superintendent, shall determine which individual(s) shall be laid off.

•The primary factors to be considered in making both the recommendation and determination shall be job performance, the specific needs of the school division, and any special qualification an individual might possess.

Process for Administrative/Supervisory Personnel Layoff

- In those cases where no significant difference among individuals exists after a review of these factors, the recommendation and determination shall be based on seniority, the least senior being laid off first.
- An employee who is recommended for layoff from his or her present position **may** be considered for other positions which the superintendent determines to have generally similar duties and for which the person is otherwise qualified.

Process for Administrative/Supervisory Personnel Layoff

- Released employees **shall** be offered reemployment as vacancies occur in the position which they held previously.

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