

## REDUCTION IN STAFF WORK FORCE

In the event of a decrease in pupil enrollment, insufficient allocation of financial resources, expiration of special grants and/or other conditions which may require a modification of the curriculum or instructional program resulting in a reduction in staff, the school board, upon recommendation of the superintendent shall determine the program adjustments to be made and the reduction in force required.

### A. Definitions:

#### 1. Seniority

Seniority shall be that period of time commencing with the most recent term of continuous full-time service in the Patrick County Public Schools based on date of contract with the Patrick County School Division, including authorized leave(s), but excluding employment under temporary or interim contract. For the purposes of this policy, a minimum of 180 work days in a school year will be required for a teacher to be credited with a year of seniority. Should a tie exist, the tie shall be broken in the following order:

- a. official beginning date of employment as shown on the teacher's contract;
- b. the date the School Board took action on the employment of the teacher as shown in the Board's minutes;
- c. date of teacher's signature on the teacher's contract; and
- d. assigned **reduction in force** number.

#### 2. Teacher

As used in this policy, "teacher" shall mean classroom teacher, guidance counselor, librarian or visiting teacher

#### 3. Instructional Administrative Personnel

As used in this policy, "instructional administrative personnel" shall mean those employees who occupy a position on the administrative salary scale and whose duties require them to supervise teachers in the direct provision of instruction, including principals and assistant principals.

#### 4. Endorsement Area

For purposes of this policy, "endorsement area" shall mean the teaching endorsement shown on the current teaching license as issued by the Board of Education.

5. Active Assignment

The endorsement area in which the individual is actively assigned at such time as it may become necessary to implement reduction in force procedures.

6. Seniority Lists

Seniority lists for teachers will be shown in ascending order of seniority as defined above and shall be comprised of lists based on the endorsement or other special areas of the active assignment as follows:

- a. Subject areas - English, Mathematics, History/Social Studies, Science, Fine Arts, Foreign Languages, Health and Physical Education, and Career and Technical.
- b. Primary - PK-3
- c. Elementary - 4-7
- d. Special areas - special education, federal or other specially funded programs, adult education, or other special areas.

A teacher holding a comprehensive elementary endorsement of grades K-7 or 1-7 will be listed in the first category that is appropriate to the teacher's active assignment, i.e. either PK-3 or 4-7.

B. Reduction in Force Procedures:

1. Continuing Contract Teachers:

Destaffing of teachers under continuing contract will be based on seniority as defined as defined above.

2. Probationary Contract Teachers:

Destaffing of teachers under probationary contract on or before April 15 will be in accordance with the procedures set forth in §22.1-305 of the Code of Virginia. Except as provided hereafter, the destaffing of probationary contract teachers after April 15 will be accordance with the provisions of this policy, except that no teacher under continuing contract shall be destaffed because of a reduction of force until all teachers under probationary contract in the same category of active assignment have been destaffed.

3. Instructional Administrative Personnel

Should an instructional administrative position be eliminated as part of a reduction in force, the person holding that position will be placed on the teacher seniority list(s) for any teaching endorsement on that person's license issued by the Board of Education and the person shall be granted seniority based on that person's most recent term of continuous full-time service in the Patrick County Public Schools as a teacher and in an instructional administrative position.

4. Transfers

Transfers may be made within the division to accommodate the retention of employees affected by the reduction in force. The selection of personnel to be transferred will be governed by the need to maintain maximum effectiveness as determined by the superintendent in his/her sole discretion. Should a person refuse an assignment by transfer, he/she will lose all seniority and recall rights.

5. Exceptions:

- a. The provisions of this policy shall not apply to the employment of personnel whose special skills and/or active assignment is essential to the effective operation of the school program. The determination of essential personnel shall be solely at the discretion of the board upon recommendation of the superintendent.
- b. The provisions of this policy shall not apply and shall not provide the basis for any employee action in situations involving adjustments in length of contracts of any personnel of the school division.
- c. Any teacher on a **plan of improvement shall not have any seniority or recall rights.**

6. Notification:

All employees scheduled for reduction in force under this policy shall be notified in writing at the earliest possible date but not later than April 15 preceding the school year for which reduction in force shall become effective unless insufficient funding or decrease in enrollment after that date requires further or additional adjustments.

C. Recall Procedures:

1. Teachers under probationary contract shall have no recall rights but will be given consideration for reemployment at the discretion of the school board upon recommendation of the superintendent. The performance of the individual and length of service shall be among the factors considered in making this recommendation.

2. When openings occur, the eligible destaffed continuing contract teacher with the greatest seniority will be offered a vacant position in the endorsement area of his/her active assignment at the time of the reduction in force. A teacher may be offered a position that is in his/her endorsement area, but not in his/her active assignment. In any event, a teacher offered a position must accept the assignment or lose all recall rights. Eligible licensed employees who have not been recalled within one (1) year from time of notification of reduction in force will have no further recall rights.
3. When an eligible destaffed continuing contract teacher is to be recalled, he/she will be notified first by telephone and/or e-mail. If the employee cannot be reached through either of those means, the teacher will be notified by certified mail at his/her last known address. If the offer of re-employment is not accepted in writing within ten (10) work days of notice of recall, all rights of recall will be forfeited. It shall be the responsibility of the teacher to maintain an accurate telephone number, e-mail address and mailing address with the Assistant Superintendent's Office.
4. Teachers will not be eligible for recall if:
  - a. The teacher, subsequent to termination, makes a contractual commitment with another school or school division from which release cannot be obtained prior to July 15.
  - b. The teacher fails to maintain a valid teacher's license.
  - c. The teacher, subsequent to termination, becomes unable to qualify for a position in the endorsement area of his active assignment at the time of the reduction in force.

#### D. Board Minutes

To avoid negative implications with regard to the professional record of an employee destaffed under this policy, the minutes of the board will clearly show that such termination of employment was due to a reduction in force.

#### E. Board Prerogatives

Notwithstanding any rights herein granted by the board, the board reserves the right to at all times destaff, transfer, reassign or recall employees of the division in a manner as may be, in the board's sole discretion, necessary in the best interest of and for the more efficient operation of the schools of the division.

F. Support Personnel

Support personnel may be released or reassigned for any of the reasons noted above or any other reasonable cause. To avoid negative implications with regard to the professional record of an employee destaffed under this policy, the minutes of the board will clearly show that such termination of employment was due to a reduction in force.

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Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-304, 22.305(G).

Cross Ref.: GCG Professional Staff Probation and Continuing Contract