

Policy Title: Reduction in Force	Revised Date 9/13/11
Certified Staff Reduction in Force Policy	Policy Number 419.3

General Statement of Policy:

The Board of Trustees has the responsibility to maintain outstanding public elementary and secondary schools and to implement the educational interest of the state, consistent with state and federal educational requirements. However, recognizing also that a reduction may become necessary to eliminate certificated staff positions in certain circumstances, this policy is adopted to provide a fair and orderly process should such a reduction become necessary.

Reasons for Elimination of Certificated Staff Positions:

The Board of Trustees has the sole and exclusive prerogative to eliminate certified staff positions consistent with the provisions of the state statutes. Elimination of certified staff positions may result from the following examples or from other conditions necessitating reductions:

- Decrease in student enrollment
- Decrease in program enrollment
- Changes in curriculum
- Financial conditions or limitations of the District

The need for implementation of a Reduction in Force (RIF) and/or the elimination of certified positions is left to the sole discretion of the District's Board of Trustees.

The Board of Trustees may choose to implement a RIF through:

- 1) the elimination of an entire program or portions of programs;
- 2) the elimination of positions in certain grade levels only;
- 3) the elimination of positions in an overall review within a building;
- 4) the elimination of positions in an overall review of the District;
- 5) the elimination of positions through other considerations and implementation decisions;
- 6) the elimination of a portion or percentage of a position(s) or
- 7) any combination of the above.

Definitions:

Reduction in Force (RIF) is generally defined as a reduction in the aggregate number of employees.

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This policy and procedures shall apply to all employees who hold a certificate issued by the Idaho State Board of Education who are employed in a teaching or administrative position, below the rank of Superintendent. Certified staff reductions will be based on the teachers' current teaching assignment(s) or in the case of teachers on leave, it will be based on their last teaching assignment.

Procedures:

Prior to commencing action to terminate certified staff contracts under this procedure, the Board of Trustees will give due consideration to its ability to effectuate position elimination and/or reduction in staff by:

- 1) Voluntary retirements
- 2) Voluntary resignations
- 3) Transfer of existing staff members
- 4) Voluntary leaves of absence

Reductions in force will be calculated at the District level. Staff identified for a Reduction in Force shall be placed in the pools identified in Employee Groups, and positions will be assigned as available.

Employee Groups - for the purpose of implementing a reduction in force under this policy, personnel shall be grouped using system-wide employee groups as follows:

- 1) Pre-K – 5 school teachers;
- 2) 6-8 middle school teachers grouped separately by certification areas* (e.g., language arts teachers);
- 3) 9-12 high school teachers grouped separately by certification areas* (e.g. high school math teachers);
- 4) K-12 teachers grouped separately by special subject certification areas (e.g., physical education, health, music teachers);
- 5) Professional-technical education teachers grouped separately by certification areas (e.g., electrical trades, masonry, auto body, horticulture teachers).
- 6) Administrative/Support Services (e.g. Principals/Vice-Principals, instructional supervisors/directors, Media Specialists/Librarians, counselors, speech/language specialists, school psychologists, and school social workers).

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Certified Professional Staff returning from a one-year leave will be ranked according to their most recent evaluation. Certified employees on Board approved leaves of absence shall be subject to all provisions of this policy.

In the event a reduction in force is required, certified staff who are retained pursuant to this policy may be reassigned if suitable position openings are available in instructional areas for which they are certified and Highly Qualified and for which the principal has approved transfer as per Idaho Code requirements.

If the funding for specially funded positions is reduced or eliminated, certified staff paid by the special funds may be reduced or eliminated.

In the Board of Trustees' determination as to the individuals to be released pursuant to the Reduction in Force, consideration will be determined using the attached Reduction in Force Rubric (RIFR).

The Board of Trustees' intention is that the applicable criteria be given a point value for consideration in the implementation of this RIF policy. The attached RIFR, which is adopted and incorporated as part of this policy, identifies the specific point values for each of these areas of consideration.

For each certified staff subject to RIF consideration based upon the Board of Trustees method of implementation, a Certified Staff Layoff List shall be developed using the RIFR by the HR Department, site administrators, and District-level Administration.

The factors for consideration shall be reviewed on an annual basis by the District's Administration to determine whether factors should be added or eliminated, or weighted differently. Such recommendations for modification will then be brought before the Board of Trustees for consideration.

The Human Resources Department shall notify all certified staff in writing who may be released, of the possible RIF.

With this notification, the Human Resources Department shall provide a copy of the RIFR and Certified Staff Layoff List, utilizing the established point system, and the steps certified staff should take if they believe that there is an error in their individual ranking.

Certified Staff whose contracts are terminated shall be considered for re-employment for any future positions for which they apply for and are qualified. It is the responsibility of Certified

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Staff members to sign up for the online Job Notification System in order to be apprised of future job openings via email, as well as keep their contact information current.

In the event that an Administrative position becomes available in this District while the RIF policy is in effect, the Board is not obligated to transfer a certified teacher holding an Administrative credential into an administrative position.

RIFR Appeal Process:

If a certified staff member believes there is an error in his/her ranking, the certified staff member shall notify the Human Resources Department of their concern in writing, by the close of the school day on the fifth (5th) school day after the RIF notification has been delivered to the certified staff or the certified staff's mailbox. This written notice shall specifically identify what element(s) of the ranking is believed to be erroneous and explain specifically why the element(s) is/are believed to be in error.

If the Human Resources Department receives notice of possible error within the allotted time frame, the RIF ranking in question shall be individually reviewed for possible reconsideration or evaluation of the information used to create the RIF ranking. This may include a member of the District's or School's Administration communicating directly with the certified staff member to obtain more information or documentation relating to the alleged error.

- 1) If it is determined that an error was made in completion of the RIF ranking, the ranking will be amended and forwarded to the certified staff member in question in a timely manner. Any other employee(s) affected by the change in ranking will also be notified.
- 2) If it is determined that no error was made in the RIF ranking, the certified staff member shall be notified of this determination.
- 3) If the certified staff member is in disagreement with the final RIF ranking, then he/she has the option of filing a grievance.

Final Determination:

If the Board of Trustees determines that a RIF in fact will be implemented, the Superintendent shall submit a list, generated using the RIF Rubric, of the certified staff recommended for release, and shall make recommendation to the Board as to what due process, if any, the Board needs to implement for each individual personnel situation.

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All releases shall be done in conformance with the applicable provisions of the Idaho Code and all affected certified staff will be promptly notified, in writing, of the Board of Trustees' decision or actions that need to be taken by the Board relating to applicable due process activities, if any.

Reference(s):

[Idaho Code Section 33-515](#)

[Idaho Code Section 33-522](#)

Blaine County School District #61
Reduction in Force Rubric (RIFR)

Evaluation

1. Teacher Evaluation (Charlotte Danielson 5-Domain Model)
(12-point maximum per domain, 60 points maximum score) _____

Professional Standards/Policy Violation

2. Documented Letter of Reprimand (-5 points each) _____
3. Ethics Violation, Improvement Plan, Probation (-10 points) _____

Credentials/Education/Assignments/Service

4. Standard five-year Idaho Certificate (10 points) / Interim three-year Idaho
Certificate (8 points) _____
5. Multiple Endorsement Areas (5 points) _____
6. Highly Qualified in Core Subject (10 points) _____
7. Advanced Degree(s) (5 points) _____
8. National Board Certification (5 points) _____
9. School Service, Leadership, Advisory, Mentor, or Extra-Curricular
Assignments (2 points each, 10-point maximum) _____

TOTAL (1. - 9.) _____

Tie-Breaker

10. Special Training, High Priority/High Demand Endorsement(s), or
Bilingual/Multilingual (2 points each) _____

NEW TOTAL (1. – 10.) _____