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# REDUCTION IN SUPPORT STAFF WORK FORCE

If a reduction of staff is necessary, such reductions shall occur under the guidelines outlined below:

# A. Definitions

Support Employee – Support personnel are defined as those persons assigned to a position not categorized as a teacher or administrative/supervisory personnel.

# B. Order of Reduction

1. If the School Board determines, upon recommendation of the Superintendent, that a reduction is necessary and would be best accomplished through program elimination or reduction and/or the elimination or reduction of specific positions (either because the duties of the job shall be eliminated or combined with the duties of some other position(s)), then reduction shall occur by program and/or by specific positions and support staff employees employed in such program and/or specific positions shall be reduced.

# 2. Reduction by Job Title on a Division-Wide Basis

If the School Board determines, upon recommendation of the Superintendent, that either a further reduction is necessary after eliminating one or more programs or one or more specific positions, or that a reduction is not best accomplished through program elimination or specific position elimination, then reduction shall occur division-wide by job title, the Superintendent shall make reduction recommendations by applying the following criteria to all support staff employees employed in the same job title in no particular order:

- The employee's job performance history and evaluations;
- The employee's education, training and experience;
- The necessity of the position to provide expected and/or essential services and to meet school division goals;
- The employee's contribution to the total school program; and
- The employee's seniority.

In developing a proposed RIF plan under this policy, the Superintendent will take into account the above identified factors to develop a plan that is in the best interests of the school division. No single factor shall be determinative. If the Superintendent determines that two or more employees under consideration for reduction are equal after application of the above-identified criteria, then and only then shall seniority be the determining factor. For purposes of this policy, "seniority" shall be defined in the following order of priority:

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Seniority - Will be based on, in order of priority:

Total length of continuous service in a support position with Waynesboro Public Schools. For purposes of this provision, "continuous service" shall be defined as the period of service from the date the employee assumed employment duties in his/her current position. While time off for approved leaves of absences in excess of twelve (12) weeks shall not count toward total length of accumulated service, such leaves shall not be considered as an interruption of continuous service;

# C. Recall and Reemployment

Support staff employees shall be eligible for recall and reemployment as set forth in this paragraph. Released employees shall be offered reemployment as vacancies occur in the job title they held at the time or reduction. When a vacancy occurs the most senior released support staff employee will be recalled first. All employees subject to recall must remain fully qualified and credentialed, as necessary, to perform the essential functions of the position held at the time of release. No new persons shall be employed in a position until all persons released from such position have been provided with the opportunity of f9illing the available position. Pursuant to the provisions of this paragraph, an employee shall have the right to be offered a position by recall letter for a period of twelve (12) months from the date of the employee's release. Such recall letter shall be sent by certified mail to the employee's current address. It shall be the responsibility of the employee to keep the Human Resources department informed of his or her current address. An employee's eligibility for recall shall automatically terminate at the end of the twelve (12) month recall period. Eligibility for recall shall also terminate if he or she:

- 1. Fails to respond affirmatively in writing within ten (10) calendar days after the mailing of a recall letter offering him or her a positions;
- 2. Otherwise indicates in writing that he or she no longer wishes to be considered for recall; or
- 3. Fails to maintain certification/license requirements, if required, for the position.

Employees subject to a reduction in force who are ineligible for recall into a vacant position under the terms of this policy, but who wish nonetheless to be considered for employment with Waynesboro Public schools, must reapply for a vacancy in the school division.

#### D. Notification

Support staff employees subject to a reduction in force, under this policy, shall be notified at the earliest possible date.

Adopted: March 9, 2010; Revised April 8, 2014