

Policy

CLASSIFIED STAFF REDUCTION-IN-FORCE

Code GCKAA Issued 12/15/21

Pro-Rata Reduction in Salary and/or Workdays

Loss or reduction in any amount of anticipated or appropriated state, local, or federal funding may, at the discretion of the district, require a pro-rata reduction of salary or a reduction in the number of days worked. Furthermore, any decline in student enrollment, elimination, or change in course programming, financial emergency, or temporary closing of school or district operations because of emergency circumstances may require a pro-rata reduction in salary or days worked. Any such pro-rata reduction will take place only upon the recommendation of the superintendent and approval by the Board after reasonable notice has been provided to the affected parties. Recommendations to reduce salary or days worked will be made only after all other remedies have been considered. Any compensation reductions will be made on an equitable basis. Any district-wide position eliminations may be handled in accordance with the procedures set forth below. The RIF procedures set forth below do not apply to a pro-rata reduction in salary or workdays.

Reduction-in-Force Procedure

Once the superintendent has determined that elimination of classified staff positions is desirable or necessary, the superintendent will determine what position(s) must be eliminated and what individual(s) are to be terminated.

Classified staff positions may need to be eliminated because of such things as decreases in student enrollment, financial exigency or other circumstances as determined by the superintendent and Board.

The elimination of individual classified staff positions due to changes in curriculum, or programmatic changes or needs, would not be considered a reduction in force pursuant to this policy. Employee grievances that arise under these circumstances would be handled consistent with Board policy GAE. Additionally, prior to commencing action to terminate classified staff members under this policy, the superintendent or his/her designee will give due consideration to the ability to achieve position elimination and/or reduction in staff by voluntary retirement or resignation, reassignment, voluntary leaves of absence, and part-time employment. Such actions would not be considered a reduction in force and thus would not trigger the guidelines set forth below.

This reduction-in-force procedure is the only procedure that may be used in a reduction in force.

In the event termination of classified staff is required, the following guidelines will be adhered to:

- Reduction-in-force terminations will be on a district-wide basis; therefore, the

Superintendent will not be limited to considering only those employees in the particular school, area, or program in which the loss of enrollment, curriculum change, or financial exigency has occurred.

- The recommendation concerning specific employees to be terminated under this policy will be based upon the following considerations:
 - years of experience;
 - areas of expertise;
 - education level;
 - performance evaluation;
 - principal's or supervisor's recommendation;
 - length of service in the district; and
 - any other factor considered appropriate by the superintendent.

- The Superintendent may determine the appropriate weight to give to these factors depending upon the needs and circumstances of the District.

Notice to Individual Employees

The superintendent or his/her designee will meet with the employee whose employment will be terminated as a result of the reduction in force.

- Written notice of district action to terminate pursuant to this policy will be sent to the affected employee(s) by certified mail, return receipt requested.
- The notice will include a statement of the conditions requiring termination of employment and a general description of the procedures followed in making the decision.

Review of Individual Termination

Within 10 calendar days after receiving a notice of termination under this policy, an employee may request a hearing on the matter before the superintendent or his or her designee. Any such request will be in writing and addressed to the superintendent. The request for review will specify the grounds on which it is contended that the decision to terminate was arbitrary, discriminatory, or otherwise improper and must include a short, plain statement of facts that the employee believes supports his/her contention. A hearing will be conducted in an informal manner as determined by the superintendent. The superintendent or his/her designee will conduct the hearing with the employee within 10 days of receipt of the employee's request and will respond in writing to the employee within 10 days of his/her hearing of the matter. Reasonable adjustments to the time frame set forth may be made at the request of either party.

After following the above procedure, an employee may request a meeting with the Board for the purpose of discussing his or her contention that the grounds to terminate were arbitrary, discriminatory, or otherwise improper. This request will be made in writing to the superintendent within five days of the superintendent's or his/her designee's response following the review of the decision to terminate.

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The superintendent will, at the next regularly scheduled Board meeting, present to the Board the request for a review of the decision to terminate, together with all correspondence and responses from the lower administrative levels.

The Board will notify the employee of its decision (whether or not to meet with him or her to discuss the decision) within 10 days. Should the board decide to discuss the matter with the employee, said discussion will be informal and non-adversarial. The employee may be represented by legal counsel and will be required to satisfy the Board by clear and convincing evidence that the decision to terminate was arbitrary, discriminatory, or otherwise improper. The employee will be notified within 10 calendar days following the hearing of the Board's decision.

Adopted 7/20/04; Revised 12/14/21
