

Windham School District	GCQA
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REDUCTION IN INSTRUCTIONAL STAFF WORK FORCE

When the School Board finds it necessary to reduce the number of certified full time and/or part-time positions for reasons of declining enrollment, budget reductions, change in or consolidation of board authorized programs, or for any other reason determined necessary by the school board, the following Reduction In Force (RIF) policy will be implemented.

NOTICE

As soon as the reduction in force is seriously contemplated, the Superintendent of Schools shall notify the President of the WEA and all other teachers in the specific classification(s) upon which it is contemplated a position will be eliminated.

For the purposes of this reduction, classifications are defined as follows:

Readiness through third grade; fourth through eighth grade; and all other certified personnel in the bargaining unit.

PROCEDURES FOR DETERMINING REDUCTION IN FORCE (RIF)

1. The school board will make every reasonable effort to minimize the effects in the Reduction in Force on the current staff by absorbing as many positions as possible through attrition (retirement, resignation, and refusal of contract).
2. Teachers whose continuing employment has been adversely affected shall receive layoff notices by March 31st.
3. A teacher whose position has been identified to be eliminated shall have the right to be offered a contract for the following year for a position for which the teacher is certified provided that a position becomes vacant and available prior to the commencement of the next school year. There will be no obligation on the part of the school board to offer a position to a teacher to be laid off if there is not known vacancy for the following school year for which the teacher is certified.
4. Teachers with less than three full years of successful experience in the Windham School district shall be initially reduced providing there are teachers on the staff to assume their present staff positions.

Legal References:

Windham School Board	Policy Code: GCQA
Adopted: November, 2005	

5. In identifying which teachers to release, the school board shall, through the recommendations of the superintendent and other administrative staff, consider following factors: seniority, certification, academic preparation, and job performance. Seniority is defined as the total number of years of continuous, uninterrupted service as a member of the bargaining unit. Seniority for teachers on leave shall continue to accrue while on leave unless the leave is without pay. In such circumstances, the seniority will be put on hold until the teacher’s return.

6. Teachers shall be recalled in reverse order of layoff for any position(s) within their certification.

- a. Laid-off teachers shall be eligible for recall for a 26-month period following the first day of the subsequent contract year (after June 30).
- b. Teachers shall be responsible for notifying the superintendent in writing of their current address. Recall notices shall be mailed certified, return receipt requested.
- c. Teachers shall have 20 business days to respond to any recall notice.
- d. No new employees shall be hired for any vacancy while there are laid-off personnel available to fill those positions. Vacancy includes positions where a bargaining unit member is on any type of long-term leave.
- e. Teachers recalled shall retain previous seniority and other accrued contract benefits, such as accumulated leave,

7. Any transfer, assignments, or reassignments resulting from or involved with the reduction in staff will be made at the sole discretion of the superintendent after having received recommendations from other administrative staff. In the event a change of assignment or transfer is a result of the reduction in force, the teacher involved shall be notified of such change by May 15th.

8. Any teachers laid off due to a reduction in force, and having completed at least five continuous, uninterrupted years of service to the district (including any board approved leaves), shall be reimbursed 75% of his/her accumulated sick leave benefits based on an average salary of the previous five years up to a maximum of \$3,500. this payment shall be available to any individual at the conclusion of the twenty-six month recall period, given that they have not been offered, or returned to, full time teaching status in the district.

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