

Reduction in Force Procedure

When, in the judgment of the District, a decline in enrollment, a reduction of programs, or any other reason requires a reduction in staff, the administration shall attempt to accomplish the same by attrition. In the event that the necessary reduction of staff cannot be adequately accomplished by attrition, and given the necessity to employ and/or maintain the most competent and qualified staff available in the interest of perpetuating the highest quality educational program possible, the following procedure will be used in determining who will be subject to a reduction in force:

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 Categories, and positions will be assigned as available. To ensure that the certificated staff members retained are qualified to implement the educational programs determined by the Board, all certified staff members must possess a valid Idaho State Certificate as may be required for the positions available.

A. Employment Categories: The following categories and specialties are established to ensure the qualifications of personnel assigned to retained positions. (Employees will be listed in each category they qualify for):

1. Elementary staff members will be considered for retention in one category (K-5).
2. Middle school staff members (6-8) will be considered for retention in subject matter areas. Each subject matter area is a category defined by, but not limited to one of the following: science, math, social studies, language arts, music, art, physical education and health, and individual language (e.g., French, Spanish, and German). A staff member with elementary certification must be highly qualified in a content area to be considered in the (6-8) pool in that content area.
3. High school staff members (9-12) will be considered for retention in subject matter areas. Each subject matter area is a category defined by, but not limited to one of the following: science, math, social studies, language arts, music, art, physical education and health, and individual language (e.g., French, Spanish, and German).
4. Other non-supervisory certified staff members will be considered for retention according to their specialties which may include, but are not limited to, the following:
 - a. Special Education personnel (by field of specialty including Pre-K)
 - b. Psychologists
 - c. Elementary Counselors
 - d. Secondary Counselors
 - e. Librarians
 - f. Elementary Music
 - g. Elementary Physical Education
 - h. Speech Language Pathologist
 - i. Audiologist

The superintendent or designee will recommend to the board the number(s) of certificated positions in each group to be reduced.

B. Upon approval by the board, the superintendent or designee will assess the qualifications of all certificated employees holding a position in the affected category(ies).

- C. In the event that one (1) or more certificated employees in an affected category does not have a completed endorsement for that assignment, he/she will be subject to the reduction in force.
- D. In the event that all certificated employees in an affected category have complete endorsements and/or the district must reduce additional employees, the attached Reduction in Force Rubric (RIFR) will be used to rank employees. The individuals with the lowest score on the rubric will be subject to the reduction in force.
- F. The Human Resources Department shall notify all certified staff in writing who may be released due to a possible RIF.
- G. 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.

RIFR Appeal Process:

RIFR and Staff Certified Layoff Lists within employment categories will be established and distributed to each staff member as soon as possible after the identification of the need for a reduced educational program. Any staff member who wishes to challenge his/her placement on the RIFR must file a written notice with the Human Resources Department within five (5) working days immediately following the distribution of said RIFR lists. Any such notice shall identify the basis of the challenges. The Human Resources Department will review all written challenges and will make such changes as may be supported by information contained in the staff member's personnel file. Notification, to staff members filing such challenges and to all staff members affected by any changes made, shall be given in writing by the Human Resources Department on or before fifteen (15) working days immediately following the initial distribution of the RIFR list. Any staff member adversely affected by any changes made in the RIFR lists shall have five (5) working days following notification of changes in the lists to file a written challenge which shall be made in the same manner as specified for original challenges. Any staff member failing to challenge his/her placement on the RIFR lists within the time limitations as specified shall be deemed to have waived any right to thereafter challenge such placement.

Legal Reference:	I.C. § 33-514	Issuance of Annual Contracts
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 65-501	Statement of Purpose

Policy History:

Adopted on: 04/24/2012
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