

## **K. Administrative, Professional, and Technical Staff Reduction in Force**

This policy applies to the reduction in force (RIF) of all school employees.

1. In the event of program changes, enrollment decreases, or revenue decreases it may be necessary to reduce staff. The maintenance of educational programs is the top priority when a RIF becomes necessary.
2. The Counsel designates to the Head Administrator the responsibility to identify when a RIF is necessary to maintain the fiscal stability of AKCS.
3. The following shall be considered when implementing a RIF:
  - i. Length of service in the District. With all things being equal, the employee with the least length of service will be terminated. The process for these instances will be as follows:
    - a. To determine length of service, employees shall be listed by date of service in the school and by job position or classification.
    - b. Necessary termination will be made in reverse order by date of service.
    - c. When date of service is the same for two or more employees, the employment number shall be decided by a drawing by lot in the presence of one persons representing administration and two persons representing the staff.
    - d. Length of service for hourly employees will be compared to other hourly employees only. Length of service for contract employees will be compared to contract employees only.
  - ii. Program and instructional needs. Employees with additional responsibilities, specific degrees, or other identified needs may take priority over employees with a longer length of service. The process for these instances requires the Head Administrator or or school administrator to articulate, in writing, specific details declaring a program and/or instructional need, which may include the following:
    - a. Licensed Only:
      1. Highly Qualified. A non-qualified, either by the state or under NCLB, shall not replace a qualified staff member, even if that individual is willing to get an additional endorsement.
      2. Programs that require additional degrees/and or training
    - b. All Employees:
      1. Qualified in a specific position. It shall be expected that any reduction in force requiring 'bumping' shall only do so if the individual is fully qualified in that specific assignment.
4. Implementation of these provisions shall give consideration to the Equal Employment Opportunity Act of 1972.
5. Notification of termination shall include the assurance that employees so terminated shall

have the right to re-employment for any available position for which they are qualified. Notification of termination will be in accordance with the Orderly Termination policy.

Employees shall be notified of possible openings for which they may wish to apply.

6. Time off for approved leaves of absence shall not be considered as interruption of service.
7. No employee who has not given service in the district shall replace an employee who has been under contract or hire by the district and who is qualified for a given position.
8. Every employee will be considered to be giving satisfactory performance unless there has been an evaluation by established procedures which indicate otherwise.
9. Employees who are re-employed following termination because of reduction-in-force of staff shall be placed on the next step and the same lane of the salary schedule they were on prior to termination unless in the intervening time they have qualified themselves for a pay grade change, in which case they shall be placed on the higher pay grade providing they return upon first offering by the Board to a position for which they are qualified. Sick leave and personal leave benefits which have been accrued by an employee at the time of termination because of reduction-in-force of staff shall be reinstated to the credit of the employee upon his/her return to employment in the district providing s/he returns upon first offering by the Board to a position for which s/he is qualified.
10. Before any employee is deprived of his/her salary or terminated for reduction-in-force of staff, the Head Administrator or designee shall meet and discuss such proposed action with the Council.