

REDUCTION IN FORCE AND REASSIGNMENT PLANS

YORK COUNTY SCHOOL DIVISION

FOR LICENSED EMPLOYEES

- I. **Introduction and Purpose:** The York County School Division is undertaking Reduction in Force and Reassignment Plans (the "Plans") for licensed and non-licensed, classified employees for Fiscal Year 2012-13 in order to ensure that expenditures remain within budgetary limits. The Plans are necessitated by increased expenditure mandates and a reduction in revenue.

The Plans provide for the Division wide reduction in the number of employees, to be achieved by the removal of designated employees from the School Board's payroll. They also provide for the possible reassignment of position of employees with corresponding reductions in pay and/or extra days. The Plans will be carried out in accordance with York County School Board Policy Sections 7.2.7, 7.2.11, 7.3.3 and 7.3.6 (the "Policies"), all provisions of the Code of Virginia, including but not limited to Sections 22.1-294, 22.1-304 and 22.1-305, as well as all applicable contractual provisions.

When crafting the Plans, the School Division takes into account current and historical attrition information as well as current vacancies, anticipated vacancies, the needs of the Division, appropriate reassignments within the Division and available financial resources in order to minimize the number of individuals affected by the Plan.

- II. **Process:** The Superintendent will determine the adjustments that are necessary and the overall reduction in force and/or reassignments that will need to be made. This document, including the Confidential Attachments hereto, constitutes the Superintendent's recommendation to the School Board for achieving the needed changes in licensed staff. The recommendation for achieving the needed changes in non-licensed, classified staff will be presented as early as April 30, 2012. The reduction in force and/or reassignments for all employees will be effective as of the start of Fiscal Year 2013.

In preparing his recommendations, the Superintendent has given priority to retaining the most senior School Board employees whose qualifications satisfy the needs of the School Division. The length of full time employment in the York County School Division defines an employee's seniority. In addition, in those instances in which the Superintendent is recommending the retention of a less senior employee over a more senior employee, he shall state the reasons for the proposed termination of the more senior employee.

Following approval of the Plans by the School Board, the Division Superintendent, or his designee, shall notify affected employees, in writing, of the action. In addition, affected employees shall be informed of their right of rehire within the first twelve months immediately following termination under the reduction in force.

Reductions in force and reassignments are not grievable under Part II or Part III of the Procedure for Adjusting Grievances.

- III. Recommendation:** The Superintendent hereby recommends to the School Board that the following number of incumbents in the listed, full-time, licensed positions be given notice that their contracts will not be renewed or continued, that the number of incumbents in the listed, part-time positions be given notice that their employment will not be continued and that a number of individuals be given notice of reassignment of position:

Teachers Full-Time	11
Teachers Part-Time	8
Reassignments	3

Any discussion of, or information regarding, specific employees affected by the Plans will be presented to the School Board in Confidential Attachments to the Plans during a Closed Session.