

## **Reduction in Force Details (March 12, 2012)**

- School Board policy states that a reduction in force (RIF) occurs when a decrease in revenue and the elimination of instructional programs require the School Board to reduce the total number of employees to ensure expenditures stay within budgetary limits. When instituting a reduction in force, we must adhere to policy, statutory and contractual requirements.
- The School Division will use the latest information available regarding actual vacancies, anticipated vacancies, the needs of the division, and financial resources to minimize the number of individuals whose contracts are not renewed/continued.
- The Superintendent plans to present a reduction in force proposal for licensed employees, including teachers, to the School Board during a closed session at its meeting on March 26. The School Board will vote on the proposal in open session during that meeting.
- Following approval by the School Board of the plan for licensed employees, affected licensed employees will receive, by April 2, written notice regarding reduction in force.
- The Superintendent plans to present his proposal for non-licensed classified employees as early as the April 30 School Board meeting. Para-educators, custodians and clerical staff members are examples of non-licensed classified employees.
- As required by School Board policy, the Superintendent, when making his recommendations to the School Board, will give priority to maintaining the most senior members of the staff whose qualifications satisfy the needs of the Division.
- Seniority is considered across the entire division, not within one work location. For example, if three fewer teaching positions are assigned to a particular school, one cannot assume that the three least senior teachers in that school would be subject to a reduction in force.
- Typically, an employer would give notice regarding a reduction in force only to those employees who definitively would not have their contract renewed/continued in the upcoming year. However, in order to meet the requirements of statutes, contracts and policy, the Division plans to give notice to potentially affected licensed employees before the approval of a final budget. This means that some licensed employees in positions not eliminated in the School Board's proposed budget may receive a reduction in force notice and may eventually have their contract renewed/continued.
- Prior to the end of the fiscal year, licensed employees who receive a reduction in force notice will receive a second letter stating whether their contract is renewed/continued. This letter will be sent as soon as possible after finalizing local/state funding, and no later than June 30, 2012.
- As required by School Board policy, terminated employees will be informed that they will be hired ahead of any other applicants for the next open position for which they are qualified. Terminated employees shall be given this priority during the 12 months immediately following their termination under the reduction in force.

*This document does not have the weight of statute, policy or contract. Statute, policy and contract govern reduction in force, not this document. Nothing in this document will be construed to limit the rights of the York County School Division more than the constraints of statute, policy and contract.*