

## **Instructional Staff Reduction in Force** (Regulation)

### **Definitions**

1. Endorsement - A designation of the teaching certificate. A teacher is usually endorsed for secondary, elementary, or subject matter area. Example: English endorsement, secondary; P.E. K-12; elementary education.
2. Assignment - The position the school district has assigned to the teacher.
3. Qualification - Number of hours that a teacher must have in specific areas to teach a course. All NCLB federal regulations for "highly qualified" will apply.
4. Longevity - The total amount of time that the teacher has been under contract to the school district taking the following into consideration:
  - a. People who worked under a professional contract, left, and returned on a professional contract at a later time.
  - b. Any paid leave will count as full-time employment.
  - c. The date of the first day of work will be the time that is counted and not the day the Board approved the contract.
  - d. People who worked the majority of a semester will be credited for the semester.
  - e. Endorsement will be the main consideration when a teacher is moved to another assignment
  - f. Longevity list will be posted, corrected, updated, and used to make longevity decisions. Every time a longevity list is updated, the updated list will go to each school and the most recent one will be used at the time of a RIF decision. The official longevity list will be posted in the superintendent's office.
  - g. Any professional contracted position in the district will count as total years.
5. Recommendation of immediate supervisor - This consideration will be used when two or more people have the same endorsement and longevity. Two factors of equal weight in making this consideration will be the amount of course work in the assigned areas and the number of additional endorsements.

6. Recall - The last to leave will be the first to be recalled to the endorsement area of the position needed. That means the last teacher who is "rified" from an elementary assignment who has an elementary endorsement will be recalled first when there is an opening in elementary. Although a person who has multiple endorsements is "rified" from a subject matter area after the person "rified" in elementary, the subject matter teacher would be the first to be recalled for the elementary position in one of the endorsements is elementary, even though this person had previously taught in another endorsement area. If several people occur on the recall list that have the same longevity and endorsement, they will go through the interview process for the selection. Two of the main additional considerations will be number of endorsements and the amount of course work in the assigned area. Recall will take place for one year after a RIF. If a teacher is recalled to the district, and this teacher is under contract to another district, the teacher will be able to accept the position effective the beginning of the next school year and a substitute will fill that spot until that time.

### **Reduction in force**

Justifiable decreases in teaching positions will be determined by enrollment of students, present or projected, and the student/teacher ratio and ratio needed in each area and level. Funding will be another consideration as presented to the Board by the administration. The actual number of teachers to be reduced will be determined according to the number of sections needed as per enrollment in grades K-6, and the number of courses needed per enrollment in grades 7-12. Professional staff needed for required courses and mandated programs will also determine this action. The recommendation will maintain consideration of the quality and number of present programs.

A RIF position will initiate a displacement procedure which allows the person with the higher seniority to displace those in the assignment, endorsement or qualification area.

For example, a RIF that involves an extracurricular assignment and an academic area would work as follows: English position is to be reduced; one teacher in English has 15 years in district, the other six years and is also a coach. The person with the least number of years in the position to be reduced will be the first to go and the district must find another staff member to coach or hire a recognized expert. A teacher with several endorsements may request a transfer to another assignment, displacing a teacher with less seniority or longevity. This may occur district-wide but would occur only if the individual requesting transfer has been identified for RIF in his or her assignment.

Nonprobationary teachers will have a statement placed in their file stating that the contract was terminated because of a RIF and not failure to perform.

August, 2000

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Lake County School District R-1, Leadville, Colorado