**3.4--LICENSED PERSONNEL REDUCTION IN FORCE**

The School Board acknowledges its authority to conduct a reduction in force (RIF) when a decrease in enrollment or other reason(s) make such a reduction necessary or desirable. A RIF will be conducted when the need for a reduction in the work force exceeds the normal rate of attrition for that portion of the staff that is in excess of the needs of the district as determined by the superintendent.

**Definition**

A reduction-in-force shall mean a reduction of 5% or more in the number of certified personnel to be employed for the successive year when compared to the number employed at the end of the first semester in any current year.

**Notification to the Association**

LRSD will notify the Association of its position at least forty-five (45) calendar days prior to the implementation of the reduction-in-force.  Such notification shall include the basis for the position and a listing of the needed reductions by certification (elementary, secondary, and subject area - math, science, English, social studies, etc.)  During this forty-five (45) calendar day period, representatives of the LRSD will meet and confer with representatives of the Association for the purpose of discussing the basis for the planned reduction-in-force and consider alternatives, such as decreases in extra-curricular programs, non-instructional personnel, administrative staff, and expenditures non-essential to the learning process.

**Selection of Certified employees to be Included in the RIF**

A reduction -in-force shall be accomplished through attrition as far as possible.  If the entire reduction cannot be accomplished through attrition, the RIF Rubric shall be utilized.

**Procedure**

* 1. A hiring freeze will be instituted immediately.
	2. LRSD shall develop lists of positions identified for Reduction-in-Force, as well as positions that will be available for certified employees in that category.
	3. LRSD shall develop lists by rubric score of current certified employees within each category of certified employees that will be affected by the Reduction-in-Force.
	4. Affected certified employees will be offered/placed in available positions based on their rubric scores.  Certified employees with the highest rubric scores will be placed first.  In the event of a tie, the certified employee with the earliest date of hire will be placed first.

**Rehiring**

If the LRSD increases the number of certified employees or has a vacancy at any time after the RIF, the LRSD shall first offer re-employment to the certified employee(s) in the reverse order of the RIF.  A certified employee’s failure to respond affirmatively within fifteen (15) calendar days after receipt of the LRSD’s letter sent by registered mail to the certified employee’s address on file with the LRSD recalling such certified employee, shall result in termination of the certified employee’s right of recall. A certified employee who has been the subject of a Reduction-in-Force can be recalled for a period of up to one (1) year.

**Federal Funds**

The LRSD agrees that every certified employee whose position is funded through federal monies shall be given preference for similar positions if federal monies for their positions are discontinued or held.

**RIF (Reduction-in-Force) Scoring Rubric**

|  |  |  |  |
| --- | --- | --- | --- |
| **Domain-Based on Prior Year** | **Points Possible-25 Points** | **Points Earned** | **Total** |
| **Seniority-Total Years in LRSD** | 0-3 Years=5 points4-10 years=10 points11-20 years=15 points20+ years=25 points |  |  |
| **Performance Evaluation***Average of All Areas on TESS* | Below Basic=0 pointsBasic=5 pointsProficient=15 PointsDistinguished=25 Points |  |  |
| **Attendance (excluding FMLA or ADA)** | 13+ Missed Days=1 Points          10-12 Missed Days=2 Points8-9 Missed Days= 3 Points4-7 Missed Days=4 Points0-3 Missed Days=5 Points |  |  |
| **Professional Development** | Less than 10 hours=0 points       10-29 hours=5 points30-59 hours=10 points60-74 hours=15 points75+ hours=25 points |  |  |
| **Educational Preparation***Degrees* | BA + 12=5 pointsBA + 24=10 pointsBA + 36 or MA=15 pointsSP  or MA +30=20 pointsDoctorate=25 points |  |  |
| **Other-See Definitions***Bilingual**Extracurricular Responsibilities-See List**Pathwise Mentor**Leadership-See List* *Certification-See List**NBCT**Specialized Training-See List* | Bilingual=5 pointsNBCT=5 pointsAIMMS Mentor=4 pointsSpecialized Training=3 pointsLeadership=3 pointsCertification=3 pointsExtracurricular Responsibilities=2 points*\*Up to 25 points total* |  |  |
| **Armed Forces Veteran** | 1 point |  |  |

***Definitions***:

**Extracurricular Responsibilities**-Duties voluntarily performed beyond those listed on the job

description which directly impact instruction and/or students, such as club sponsor, special committees, etc.

**Leadership**-holding a position as a leader of a group, organization, department, etc. or

performing duties that motivate, guide or inspire others and have a positive impact on student learning.

**Certification**-having licenses in critical shortage areas as defined by ADE, such as Special Education, Math, Science or endorsements in critical shortage areas as defined by ADE, such as GT, Library Media, School Counselor or ESL or shortage areas in LRSD.

**Specialized Training-**having received additional training necessary to perform specific job duties related to student learning, such as Advanced Placement Training, Sheltered Instruction Observation Protocol Training Model, ESOL, CGI, and ECM**,** etc