

Employment

Series 400

Policy Title: Reduction in Force

Code No. 405

Policy Statement

The Board has the exclusive authority to determine the appropriate number of employees. A reduction of employees may occur as a result of, but not limited to, changes in the education program, staff realignment, changes in the size or nature of the student population, the Agency's financial condition, and other reasons deemed relevant by the Board. The reduction in employees will be done through normal attrition if possible. If normal attrition does not meet the necessary reduction in force required, the Board may terminate employees.

Scope of Policy

It is the responsibility of the chief administrator to make a recommendation for termination to the board. The chief administrator will consider the following factors when making a reduction in force recommendation to the Board within a specific position title, to effectuate the best interests of the AEA:

- Alignment of work to agency-identified priorities and services.
- Job performances may be reviewed in the last five years of service for employees receiving evaluation necessitating an employer-directed improvement plan or placement in the intensive assistance cycle, inclusive of the awareness path and intensive assistance path, or any employer-issued disciplinary action.
- Utilization rate of the services provided by the employee to the agency, schools, families and other education partners.
- Scope of services provided by the employee to the agency, schools, families and other education partners.
- Employee's relevant skills, abilities, knowledge, license/certification, and versatility to support identified priorities and services as determined by the AEA.
- Any other factors deemed by the chief administrator to be relevant to the reduction in force, including position-specific factors or criteria.

Additional Consideration for Certified Employees Only

- If other factors do not apply, or if there is a choice that needs to be made between two or more similarly situated employees, those with the least amount of seniority as defined in the staff handbook will be reduced first. This factor will only be considered when the foregoing factors are relatively equal between employees.

Recall

An employee who is laid off shall have the right to be restored to the same position title if there is a vacancy in that position that occurs within six (6) months from the date the employee is notified of the decision to recommend elimination of their position. For purposes of this section, a “vacancy” is defined as an open position that has not been filled by an internal reassignment, transfer or a position change. The Chief Administrator shall utilize the criteria considered in making the determination for layoff in determining the order of recall. An employee subject to recall, who does not provide notice of their interest in a vacancy within one (1) agency business day of being notified of a vacancy, waives their ability to be considered for that position. An employee subject to recall may apply for other positions in the agency for which they are qualified.

Accountability Overview

Due process will be followed for terminations due to a reduction in force.

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