

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 staff. A reduction of staff may occur as a result of 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:

- Program delivery to Heartland AEA districts and for the needs of Heartland AEA.
- 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.
- Any other factors deemed by the chief administrator to be relevant to the reduction in force.
- 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.

**Accountability Overview**

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

Date of Adoption:

May 12, 2020

Reviewed: \_\_\_\_\_

Amended: \_\_\_\_\_