

REDUCTION IN FORCE OF ADMINISTRATIVE STAFF

The purpose of this policy is to provide for reasons and procedures for a reduction in force of the administrative staff of the District when the Board considers such a reduction to be necessary. For purposes of this policy, the terms “administrator” and “administrators” refer to those persons employed under authority of O.R.C. §3319.02.

1. **Reasons for a Reduction in Force.**

The Board may implement a reduction in force in the ranks of administrators, through suspension of one or more administrative contracts, for one or more of the following reasons:

- A. Return to duty of administrators from leaves of absence.
- B. Territorial changes affecting the District as a whole, or one or more District facilities.
- C. Decreased enrollment of students in the District, at one or more school facilities, or in one or more instructional programs, regardless of whether such decrease occurs from one school year to the next, or within one school year.
- D. Closure of one or more school facilities.
- E. Reorganization and/or consolidation of the District administrative staff.
- F. The financial condition of the District as determined by the Board.
- G. Lack of sufficient work as determined by the Board.
- H. Changes in curriculum, programs or services provided in the District.

2. **Order of Contract Suspension.**

The order in which administrator contracts will be suspended to implement a reduction in force pursuant to this policy shall be determined as follows:

- A. To the extent possible, the number of administrators affected by a reduction in force will be minimized by not employing replacements for employees who retire, resign or whose limited contracts are not renewed.
- B. Reductions needed beyond those resulting from attrition are made by suspending contracts pursuant to the recommendation of the Superintendent. The primary factor in any reduction in force of administrators will be the best interest of the District. Those contracts to be suspended are chosen as follows:

- i. When a reduction is necessary due to an administrator returning from a leave of absence, the administrator holding the position or the most similar position from which the administrator took a leave of absence shall have his or her contract suspended.
- ii. When reductions in force are based upon reasons affecting one or more identifiable District facilities or programs, only the administrators responsible for such facilities or programs are subject to the reduction in force.
- iii. When identifying which administrators will be the subject of a reduction in force, the Board shall not give any preference to any administrator on the basis of seniority, except when making a decision between two administrators who have comparable evaluations. Notwithstanding the foregoing, the overriding consideration in determining the order of suspension of contracts shall be the efficient use of personnel and available resources, and the best interests of the students served by the District.

3. Procedure for Implementing Reduction in Force.

The procedure for implementing a reduction in force among the administrative staff shall be as follows:

- A. The administrative positions to be reduced through contract suspension shall be identified by the Superintendent. The affected administrators will be notified by the Superintendent of the anticipated reduction and given an opportunity to resign prior to Board action.
- B. Contracts may be suspended by Board action at a regular or special meeting. Administrators whose contracts have been suspended shall be given written notice by the Board of the action, which shall include the date the suspension takes effect if the date is other than the date of Board action.
- C. A reduction in force may include a reduction from full-time to part-time service.
- D. A reduction in force may include a reduction in the number of contracted days of employment.

4. Employment as a Teacher.

Administrators whose contracts are suspended pursuant to this policy and who were employed by the District previously under a continuing contract as a teacher or who had a continuing contract as a teacher elsewhere prior to being employed by the District as an

administrator and who has served the District for at least two (2) years, shall be offered a position in the District as a classroom teacher in his/her area of certification/license.

5. Recall of Administrators.

Administrators whose contracts have been suspended pursuant to a reduction in force shall have a right to restoration to active service as follows for a period of one year only from the date of contract suspension:

- A. Qualified administrators whose contracts have been suspended pursuant to this policy shall have the right to be recalled to active service to the same administrative position that they held at the time of contract suspension if and when such position becomes available. An administrator is qualified for return to service in the same or similar administrative position when all of the following are satisfied: the administrator holds the required certification when notified of the recall; the available position is at the same pay grade level as the position the administrator held at the time of contract suspension; and the duties and responsibilities of the available position are the same as the position the administrator held at the time of contract suspension, all as determined by the Superintendent.
- B. The recall of an administrator to active service shall be by certified mail to the last known address of the administrator. The administrator shall have fifteen (15) calendar days from the receipt of the notice during which to accept or decline the offered position.
- C. If an administrator declines recall to active service in the District or does not respond to a recall notice in a timely manner, the administrator shall be deemed to have resigned from employment as an administrator with the Board, and all recall or other employment rights as an administrator are extinguished as of the date recall is declined.

LEGAL REFS: R.C. 3319.02, 3319.17, 3319.171

Adopted: _____