

REDUCTION IN CLASSIFIED STAFF WORK FORCE

When it becomes necessary to reduce the number of classified staff members in the district, the following philosophy will govern their release.

Because the school exists for the child and the main obligation of the Board of Trustees is to provide the best education possible and not to provide employment, the Board will, through procedures carried out by the administration, determine which classified staff members can best serve the needs of the district.

The determination will be made in keeping with the following guidelines.

When, in the sole, exclusive and final judgment of the Board, decline in enrollment, reduction of program, or any other reason requires reduction in classified staff, the administration will attempt to accomplish that by attrition. In the event that necessary reduction in staff cannot be adequately accomplished by attrition, given the necessity to hire or maintain the most competent and qualified staff available in the interests of perpetuating the highest quality program possible, the administration will base its decision as to continuing employment on the relative skill, ability, competence, and qualifications of available staff to do the available work.

The following criteria will be used in making the decision of whom to release. The criteria will be used in making the decision of whom to release. The criteria are in order of importance:

- a. Performance on the Job: A recommendation will be made by the Superintendent based on the recommendations by the Principal and other supervisors.
- b. Versatility of the Staff Member: Preference will be given to a staff member who has ability to work in more than one area. Past performance or lack of it will be taken into consideration.
- c. Longevity of the Staff Member in the District: The criteria for determining longevity will be the first working day in the district and then the date of employment.

If a choice must be made between two or more staff members of equal skill, ability, competence and qualifications to do available work, continued employment will be given to the classified staff member with the greater full-time, continuous length of service to the district.

Adopted: 03/11/85

Revised: 03/09/98