

**FAYETTEVILLE (AR) PUBLIC SCHOOLS
REDUCTION IN FORCE**

The Board of Education recognizes that a decrease in student enrollment, district-wide or within a particular program, school district reorganization, the financial condition of the school district, or other factors may make it necessary to place some staff members on involuntary leaves of absence, without pay or other benefits. When such an occasion arises, procedures will be followed to accomplish two purposes:

1. Maintenance of education of the highest possible quality for the students of the Fayetteville Public Schools.
2. Fair and equitable treatment for all employees of the Fayetteville Public Schools district.

It is understood that this policy will not be used to dismiss any individual employee. Such dismissal will take place only through the provisions of Policy No.4520 (Nonrenewal Policy).

PROCEDURES

I. General Guidelines

When a reduction in the number of classified staff members becomes necessary, the following general guidelines will be followed:

- A. A balance will be sought in the reduction of support, supervisory, and administrative positions within the accreditation standards of the state and the operational requirements of the district.
- B. Efforts will be made to accomplish the reduction through attrition and reassignment before using any other method of staff reduction.
- C. Written notification to affected staff members will be provided as early as possible but no later than May 15 of the current contract year.
- D. A staff member reduced from employment through the provisions of this policy will be considered to be on a leave of absence (involuntary). Such status will be maintained for a period of one year (unless re-employed by the Fayetteville Public Schools) and

will

not be affected by employment in another school district or in another occupation.

- E. The administration will inform all affected staff members regarding how insurance and retirement benefits are affected by such a reduction.
- F. Staff reductions will be made on a district-wide and department wide basis rather than by building. Staff members will be considered for reduction on the basis of their current assignment.

II. Specific Procedures

When a classified staff reduction becomes necessary, the following specific procedures will be followed:

- A. The administration - based on current and projected enrollments, district financial projections, etc. - will determine the total number of staff reductions to be made for the district, for each department and for each building for the succeeding year.
- B. The administration will determine the number of personnel to be reduced in each of the following categories:
 - 1. Maintenance and Operations
 - 2. Transportation
 - 3. Food Service
 - 4. Secretarial and clerical
 - 5. Aides and Paraprofessionals
 - 6. Nursing
 - 7. Technology
- C. Staff reductions in categories B. 1-7 (above) will be completed in the following order:
 - Step 1: Natural attrition
 - Step 2: Part-time employees, if their area of employment is identified for reduction in B., above.
 - Step 3: Employees who are assigned to an area of employment being eliminated from the district (as identified in B. above).

- Step 4: If sufficient staff members are not reduced through these three means, consideration will be given to the following items, taken as a whole:
- a. Areas of specialization and additional training acquired by employee.
 - b. Recommendation of the employees' immediate supervisor, as reflected in the employee's annual appraisal and through the supervisor's review of that appraisal.
 - c. Experience in the Fayetteville Public Schools.
 - d. Experience in the field employed.

Where necessary and appropriate, the superintendent's office will be responsible for evaluating employees on a district-wide basis on criteria a-d.

III. Recall

If reason to rehire within an area reduced arises. Staff reduced will be considered for employment first. Provided that the person is fully qualified for the open position and that they have notified the Human Resources office of the areas for which they wish to be considered.

When a selection is made, the person being recalled will be offered employment by phone followed by letter mailed to the employee. (If a person affected by staff reduction fails to keep the superintendent's office notified of current address, or other proper means of contacting when a vacancy occurs, that person waives the opportunity for recall.) Rejection of such an offer, or failure to respond to such an offer within seven days, removes the recalled person's right to any further employment consideration under the provisions of this policy.

Upon accepting a position through the recall procedure, the affected staff member will have previously existing benefits (seniority, accumulated leave, etc.) reinstated. No benefits will be accrued during the time the staff member is not employed by the school district.

A person will be eligible for recall for a period of one calendar year, beginning with the last day of the contract year during which notice of reduction is received by the person. Any person not recalled within one year will no longer be considered on leave of absence status.

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