

REDUCTION IN PROFESSIONAL AND CERTIFICATED STAFF WORK FORCE

The Board may reduce the number of teachers upon the return to duty of regular teachers after leaves of absence, suspension of schools, territorial changes affecting the District or decreased enrollment of students in the District or for financial reasons.

The Board may reduce the number of administrators upon the return to duty of administrators after leaves of absence, suspension of schools, territorial changes affecting the District, decreased enrollment of students in the District, for financial reasons or for other reasons unrelated to the performance of the individual administrator.

In accordance with ORC Section 3319.171, the Board may suspend any contract of employment entered into by the Board under ORC Section 3319.02 in accordance with the following procedures:

1. The Board, in its sole discretion, may determine to suspend any contract of employment entered into under ORC 3319.02 for any of the following reasons: financial conditions of the District; decreased enrollment of pupils in the District, in a school building(s) or a program(s); territorial changes affecting the district; return to duty of regular employee contracted under ORC 3319.02 after a leave of absence; closing or suspension of schools; lack of work; abolishment of position(s) or for any other reason that the Board deems in the best interest of the District.
2. In carrying out any suspension of contracts under paragraph 1 above, the Board shall proceed to suspend contracts in accordance with the recommendation of the Superintendent who shall, within each employment service area affected (that is, in which a reduction will occur), give preference to the employee who has greater seniority unless it is necessary to resort to other criteria so as to achieve educational and/or administrative goals (e.g., retention of particular skills that are needed, employee experience, employee certification/licensure, preservation of programs, compliance with State and Federal laws) that could not be met by strict adherence to seniority. The primary intent is to maintain educational and/or administrative goals. An employee suspended from one employment service area shall not displace any employee in another employment service area.
3. Employment service areas are to follow Human Resources job descriptions: Assistant Superintendent, Principal, Assistant Principal, Director, Coordinator, Assistant Treasurer, Classified Supervisor.

4. The Board shall calculate seniority based upon the employee's continuous employment as an administrator by the Board including time on approved leaves of absence. If two or more employees have the same length of continuous employment, then seniority shall be determined by:
 - A. the date of the Board meeting at which the employee was hired most recently as an administrator and
 - B. then by the determination of the Superintendent.
5. An employee whose contract of employment has been suspended under this policy has a right of restoration if and when any position contracted under ORC 3319.02 becomes vacant or is created for which the employee is or becomes qualified. Qualified is defined as meeting all necessary certification/licensure requirements and the duties identified in the job description for the position. An employee has a right of restoration under the conditions identified herein for the remaining term of his/her contract under ORC 3319.02 that has been suspended. The employee shall forfeit all rights of restoration at the expiration of the suspended contract.
6. The Superintendent or designee shall notify any qualified employee of his/her right of restoration by a written offer of employment by certified mail to the employee's most recent address on school records. It is the employee's obligation to keep his/her address and status of certification/licensure current on District records. All employees are required to respond in writing by certified mail to the Superintendent within seven calendar days of the posting of the letter from the Superintendent or designee. The most senior qualified employee will be given the position unless the Superintendent deems a deviation is in the best interest of the District. Any employee who fails to respond within seven calendar days, or who declines to accept the position, shall forfeit all rights of restoration to a position under ORC 3319.02.

[Adoption date: August 14, 2001]

[Re-adoption date: December 11, 2001]

[Re-adoption date: March 9, 2004]

[Re-adoption date: January 23, 2006]

[Re-adoption date: April 27, 2009]

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LEGAL REFS.: ORC 3319.02; 3319.081; 3319.09(A); 3319.17; 3319.171; 3319.172; 3319.18

CONTRACT REF.: Teachers' Negotiated Agreement