

## **REDUCTION IN INSTRUCTIONAL STAFF WORK FORCE**

The following reduction-in-force provisions will be implemented when the Board finds it necessary to reduce the number of certified positions. These provisions will apply to both full-time and part-time certified positions.

The board may reduce-in-force certified positions for reasons of: declining enrollment; budget reductions; changes in or consolidation of Board-authorized programs; or any other reason determined by the Board to be necessary or desirable.

### Notice

As soon as the Board determines that a reduction in force is necessary, the Superintendent shall notify the President of the Teachers' Association of the Board's determination.

The decision to implement the reduction-in-force shall be made at the sole discretion of the School Board.

### Classifications of Certified Staff

For the purposes of this policy, classifications are defined as follows:

1. Kindergarten through fifth grade.
2. Sixth grade through eight grade.
3. Ninth grade through twelfth grade.

### Factors for Determining Reduction in Force

1. If reductions in staff are necessary or desirable, the District will retain those teachers who, at the Board's sole discretion, will be the best teachers for the District and students.
2. The best teachers will be retained regardless of a teacher's seniority or years of service in the District. A teacher with more than five years of employment in the District will not have an automatic right to displace another teacher with fewer than five years of service in the School District.
3. In identifying which teacher(s) to release, the administration and the Board will consider the following factors: certification, academic preparation, professional growth, job performance, and experience in certified area and/or job classification, ability, and overall effectiveness. If all of the factors are equal, then seniority may be considered in making a final determination. However, no reduction in force will be based solely on seniority. Seniority is defined as the total number of years continuously employed in the District.
4. There will be no recall rights for terminated employees. However, the administration may consider the applications of terminated employees for such positions which may become available in subsequent years, provided the terminated employee(s) submit a seasonable and timely application at the time the position becomes vacant. A previously employed teacher who returns

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to a teaching position within a three-year period shall resume employment at no less than the step occupied when the teaching position previously held was terminated.

5. Any transfer, assignments, or re-assignments resulting from or involved with a reduction in staff, will be made at the sole discretion of the Superintendent. In the event of a change of assignment or transfer as a result of the reduction-in-force, the teacher involved shall be notified of such change.

6. This reduction-in-force procedure is the only procedure that may be used in a reduction-in-force. No other personnel action, other than a reduction in force, may be considered under this policy.

7. A reduction-in-force will not be grievable under the collective bargaining agreement grievance procedures unless specifically allowed under the terms of the agreement.

**Legal References:**

*RSA 189:14-a, Failure to be Renominated or Reelected*

*RSA 273-A:4, Grievance Procedures*

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