

## Reduction In Force: Procedure and Flow Chart

**Step 1.** Determine the magnitude of the budget cut.  
Including consideration of fixed and reoccurring operational expenses.

**Step 2.** Cut as much as possible from areas other than staff.

**Step 3:** Meet with staff and other stakeholder groups to define the needs of the district.

- How do we define "far from students"?
- How do we define "best for students"?
- Consider offering an additional early retirement bonus.

**Step 4:** Compile ideas from brainstorming sessions and do a staff survey.

**Step 5:** Leadership and admin team compile results and make recommendations to the superintendent for any staff cuts.

**Step 6:** Superintendent makes decisions on final recommendations to present to the board.

If a specific position is recommended for RIF, and there are other similar positions within the school system, the specific individuals in those positions will have their qualifications assessed based on the following:

**Step 7:** Merit: teacher/employee performance as determined by the teacher's employees' performance rating over the previous three year period as assigned pursuant to the school district's performance evaluation system. If the teacher/employee does not have three years of performance ratings from the school district, then the superintendent shall consider only those available performance ratings. Nothing in this policy requires consideration of evaluations conducted in other school districts.

*The portions of this policy that are required by law (Step 7 above) will take effect for the 2013-2014 school year. The rest of the changes will take effect for the 2014-2015 school year.*

**Step 8:** Should more than one staff member remain eligible for RIF, then all the remaining individuals will be compared using the following criteria. (This portion is summative, meaning that it will be the total score considered, not sequential sets of scores.)

Comparison Category		
1. Professional experience including experience as an administrator.	<b>Certified</b> 0.25 x total number of years of contracted experience.	
	<b>Classified</b> 0.25 x total number of years of experience in school districts. 0.175 x total number of years of related experience outside school districts 0.25 x total number of years of experience in a highly skilled trade related to current school district assignment	
2. Education, licensing	<b>Certified</b>	

endorsements and other professional qualifications.	<p>Single Endorsement: 1 point. More than one Endorsement: 1 additional point (2 points Max.)</p> <p>Critical Endorsement in one or more areas: 3 additional points (Max.) (Math, Science, Language Arts, Special Education, Vocational, ESL,)</p> <p>Principal or Administrator license 1 point each.</p>	
	Currently teaching as Highly Qualified: 0.5 point for each area in which the teacher is considered HQ. (Only counted if HQ is not in an endorsement area.)	
	<p>Master's degree in field: 2 points (in addition to BA point).</p> <p>Bachelor's degree in field: 1 points</p>	
	<p><b>Classified</b> Bachelor's degree in field: 3 points</p> <p>Associate degree or 2 year certificate from trade or technical school in field or related field: 2 points 1 year certificate from trade or technical school: 1 point</p>	
3. Length of service in the school district.	0.25 x total number of years of service (contracted and non-contracted) to the district.	

The staff member(s) with the lowest score(s) would be selected for RIF. In the event of a tie, documented additional service to the district will be considered. (Extra-Curricular activities, examples might include, but are not limited to: Coaching, Sponsorships, Chaperones, Clubs, Tutoring, Family Engagement activities, etc.)

**Step 10:** In the event that the school district is in a financial position to rehire a RIF'd position within 24 months, the person RIF'd will be offered the position if they demonstrated merit in the three years prior to the RIF and at the same placement on the salary schedule as if they had been granted a leave of absence. RIF'd positions will be offered to the staff RIF'd from that position prior to opening the position for hiring. Returning to a RIF'd position is dependent on meeting current licensure and qualification standards.

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