

**REDUCTION-IN-FORCE
CERTIFIED PERSONNEL**

It is the policy of Southwest Technology Center Board of Education to provide the best career and technical education programs possible for both secondary and adult students in the district. The board of education is ultimately responsible for determining the best allocation of resources and the programs to be provided. The superintendent, as the executive officer of the board of education, will make recommendations to the board when conditions warrant a reduction-in-force.

A reduction-in-force may be implemented at any time the Southwest Technology Board of Education determines that such reduction is an appropriate means of fulfilling its responsibility of providing the best career and technical education programs possible with the available resources. In implementing a reduction-in-force, consideration will be given to one or more of the following factors, together with other relevant factors, in determining the appropriate reductions to be made:

1. Actual or projected decrease in student enrollment
2. Actual or projected fiscal, economic, or budgetary decrease
3. Actual or projected changes in the number of teaching positions
4. Destruction of school facilities
5. Actual or projected curtailment or elimination of program courses or services
6. Re-organization or consolidation of school attendance areas
7. Any other circumstances determined by the board

Definitions

Career Teacher: A teacher who has completed three (3) or more consecutive complete school years in such capacity in one school district under a written contract.

Probationary Teacher: A teacher who has completed fewer than three (3) consecutive complete school years in such capacity in one school district under a written contract.

Licensed Teacher: A teacher who has been issued an emergency or provisional certificate.

In the event any of the above conditions occur, every effort will be made to accomplish the necessary reduction by attrition, voluntary resignation, or voluntary retirement. Otherwise, reduction-in-force will be made according to the following procedures:

1. The position will be the determining factor in a reduction, not the teacher occupying the position.

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2. The order of termination will be as follows:
 - A. A licensed teacher in an eliminated position will be terminated first.
 - B. A probationary teacher in an eliminated position will be terminated second. However, if a probationary teacher is certified for a position held by a licensed teacher, the probationary teacher will be reassigned to that position, and the licensed teacher will be terminated.
 - C. A career teacher in an eliminated position will be placed in a retained position in which the teacher is, at the time of the presentation of the recommendation to reduce force, certified by standard certification, provided the position is occupied by a probationary or licensed teacher.
 - D. If a career teacher is qualified for standard certification in a position held by a probationary or licensed teacher but does not have such a certificate, then such career teacher must have evidence of eligibility for such certification on file in a personnel file in the office of the superintendent at the time of the presentation of the recommendation to reduce force.
 - E. If there is more than one career teacher assigned to the position that is subject to being eliminated, the following criteria, in this order, will be used to determine which of the career teachers will be retained:
 1. Certification in a retained teaching position that is open. A career teacher with standard certification for the retained position will be retained over a probationary teacher, and a probationary teacher will be retained over a licensed teacher.
 2. Seniority in continuous, full-time, contracted, certified employment in the district. (Approved medical leave shall not result in a break in service.)
 3. If certification and seniority are the same according to the above criteria, the determining factors in order of importance are:
 - a. Years of teaching experience in the retained position in the local school district.
 - b. Academic degree status:
A teacher with a doctor's degree will be retained over a teacher with a master's or a bachelor's degree; a teacher with a master's will be retained over a teacher with a bachelor's degree.
 - F. If there is more than one probationary teacher or more than one licensed teacher in the position being reduced, the criteria listed in E, 1 through 3, will be used in determining which probationary teacher or licensed teacher will be retained.

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Any person terminated under the provisions of this policy who wishes to be considered for future vacancies must make formal application for a teaching position and must notify the superintendent by certified mail, restricted delivery, within ten (10) days following final board action on the termination, of the teacher's desire to remain an active applicant for a teaching position.

Adopted: **January 1994 as policy P-116**
Revised: **November 1995**