

Reduction in Force – Classified Personnel

Board Policy: P-28
Adopted: August 13, 2001
Revised: March 13, 2012
Revised: August 12, 2013

I. General Policy Statement

The Board recognizes that when the number of students enrolled in the school system decreases, the number of personnel needed to serve Haywood County Schools may be adjusted accordingly. The board also recognizes that funding appropriated to public school systems by the federal, state and local governments may be insufficient to fund all desired classified positions. Additionally, the Board recognizes that due to changes in priorities it may be appropriate and in the best interest of the school system to close or reorganize schools and to eliminate, reduce or alter departments or programs. These factors may render a reduction-in-force.

Reduction-In-Force is defined as dismissal or demotion of a non-certified employee after the employee's first day of work in the fiscal year for reasons of budget restraint or program change.

The release from employment of a non-certified employee at the end of a school year because of budget restraint or program change is not a reduction-in-force, and no objection or appeal may be filed on the terms of this policy.

II. Criteria for Reduction

The Superintendent with prior Board approval may terminate or reduce the term of employment of classified employees in order to reduce staff. In such circumstances, the following procedure will apply.

- A. The Superintendent will first reduce staffing levels through normal attrition and, subsequent transfers, if necessary.
- B. The Superintendent will recommend reductions in force to the Board based upon the following criteria in rank order:
 - 1. Job performance as indicated on formal evaluations and other documentation, such as supervisor's determination as to an employee's recent performance, employee's performance ratings/evaluations over the last three (3) years, and any other performance related documentation and/or disciplinary action over the last three (3) years.
 - 2. Degrees, licenses, skills, qualifications, or other indications of an employee's potential to contribute and progress in the school system over the long term.
 - 3. Seniority in the same or related positions within the system as a whole.
 - 4. Other criteria determined to be relevant by the Superintendent, based on needs of each individual school or department.

III. Board Action

The Board will approve, modify or disapprove the superintendent's recommendation for reduction in force. All employees affected by the reduction will be notified in writing. Such

notice will include information regarding the opportunity for any employee terminated pursuant to this policy to submit his or her name for other positions as they become open. Such submission does not offer any guarantee of employment; however, a positive work experience with the school system will be favorably reviewed in regard to any application for employment.

Legal Reference: G.S. 115C-47