

Reduction in Force – Classified Personnel

Board Policy: P-28
Adopted: August 13, 2001
Revised: April 06, 2009

I. General Policy Statement

The Board of Education adopts this policy in order to establish an orderly process for the reduction of classified employees. A reduction in force may be implemented when there is a significant school system reorganization, a decrease in enrollment, or a decrease in funding (See Policy P-7 for Definitions). In such circumstances, the following procedures will apply.

II. Regulations

- A. When the Superintendent determines that a reduction in force is in the best interest of the school system, he or she shall make a recommendation for a reduction in force to the Board. The recommendation shall include:
- (1) The basis for the reduction;
 - (2) The estimated number of classified employees to be reduced by area(s) of employment and/or program responsibility; and
 - (3) Any background information, data or rationale that supports the recommendation.
- B. If the Board determines that the proposed reduction is reasonable, the Superintendent shall recommend which individuals are to be dismissed, using the following criteria.
- (1) The Superintendent will first reduce staff through normal attrition and/or through the reduction of part-time personnel.
 - (2) Personnel who are employed in the area(s) where a reduction is required will be grouped together and ranked according to hire date.
- C. Personnel with the least amount of seniority shall be recommended for termination first unless they possess a required skill or license.
- D. The Board shall approve, disprove or modify the Superintendent's recommendation for reduction in force.
- E. All employees affected by the reduction will be notified in writing of the Board's decision. Information will also be included regarding the opportunity for the individual to submit his/her name for other positions as they become open. This submission will not offer any guarantee of employment, but an opportunity to be considered.

Legal Reference: G.S. 115C-47