

Policy P-7

Administrative Criteria for Reduction in Force for Certified Professional Staff

The primary consideration in any reduction in force is the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the school system. The superintendent shall use the following criteria when establishing an orderly process for the reduction of certified-professional staff.

- 1. The Superintendent will first reduce staff through normal attrition or other lawful means.**
- 2. Teachers and other non-administrative personnel who are assigned or employed in the area(s) where a reduction is required will be placed into two groups; those with career status and those without career status*. Each employee will be ranked by years of experience within the group. The reduction will first occur within the group that has not obtained career status and continue within the career status group if necessary.**
- 3. The staff members with the lowest years of experience in Haywood County Schools will be terminated first. In the event of a tie between two or more staff members, the following criteria will be used to select which employee will be terminated.**
 - a. The employee with the least years of experience in NC Public schools**
 - b. If a tie persists, the employee with the lowest level of license**
 - c. If a tie still persists, the employee with the least number of license areas**
 - d. If a tie continues, the employee with the lowest performance ratings on the most current summative evaluation**
 - e. If a tie persists, the superintendent will make the decision**
- 4. Administrative staff that are assigned or employed in an area where a reduction is required will be ranked by years of experience in the current job assignment. Staff will be reduced who have the least amount of experience and continue until the reduction goal has been met. If a tie occurs the criteria in number 3 above will be used.**

***Non-career status staff is defined as probationary (1 year contracts) such as BT's, lateral entry and retired/re-employed, etc.**