

## REDUCTION IN PROFESSIONAL STAFF WORK FORCE

Reduction in force may be required due to: a decrease in enrollment; insufficient student program demand; lack of sufficient funding by the appropriating body; declining revenues; a budget reduction or adjustment resulting in insufficient funds; the consolidation of schools; the phasing out of programs, departments or grade levels; expiration of special grants; and other conditions that may cause a reduction in the number of division staff.

In such an event, the School Board, upon recommendation of the Superintendent, shall determine the program adjustments to be made and the reduction in force required. The application of the Reduction In Force policy shall be for the division as a whole rather than by individual facilities.

If a reduction of staff is necessary, such reductions shall occur under the guidelines outlined below:

### A. Definition of Terms

1. Licensed Professional

A licensed professional is an employee who, by reason of his position, must have a teaching or other licensure issued by the Virginia Board of Education.

2. Job Performance

The job performance rating is the annual evaluation conducted by the immediate supervisor and/or building administrator according to School Board policy.

3. Specific Needs of the School System

Specific needs may include, but not be limited to, essential areas of assignment needed to meet state and federal guidelines, limited numbers of personnel for specific assignments (e.g., chemistry, technology, vocational education, etc.) or specialized licensure (dual enrollment, reading specialist, etc.). The School Board may also consider special or unique functions performed by personnel in the daily operation of the school/system as specific needs.

4. Seniority – will be based on the following, in order of priority:
  - a. Total length of continuous service as a licensed professional with Bath County Public Schools;
  - b. Total length of accumulated service as a licensed professional with Bath County Public Schools;
  - c. Total years of service as a licensed professional in the Commonwealth of Virginia; and
  - d. Total years of service as a licensed professional in the nation.

Seniority shall be system-wide, shall date from the effective date of employment and exclude periods of part-time employment. An interruption of service is any period of time the licensed professional is not under contract with the Division.

5. Endorsements

Endorsements are those specific areas listed on a teaching license that authorize a person to teach specific subjects or grade levels in Virginia Public Schools.

6. Active Assignment

Active assignment is the employment area in which the individual is employed at such time as it may be necessary to implement reduction in force procedures.

B. Order of Reduction

In the event a Reduction In Force is necessary, the School Board, on the recommendation of the Superintendent, will decide which employee or employees will be subject to the Reduction in Force. In making this decision, the School Board may consider the following:

- Licensure endorsements
- Job performance
- Seniority
- Specific needs of the division, including but not limited to
  - Essential areas of assignment
  - Specialized licensure
  - Special or unique functions performed by individual personnel
  - Unique contribution made by individual personnel

C. Procedure For Reduction

The Superintendent shall determine necessary reductions for recommendation to the School Board and shall inform those employees who may be affected by the recommended reductions and of the reasons for such reductions.

Licensed professionals in eliminated positions may be considered for division vacancies within their areas of endorsement and for which they are highly qualified under the No Child Left Behind (NCLB) Act.

D. Procedures for Implementing Reduction In Force

An employee whose job is to be eliminated shall be notified by hand carried letter by the Superintendent (or designee) or by certified mail with a return receipt requested.

Adopted: April 9, 2009

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