

### **ADMINISTRATIVE STAFF REDUCTION IN FORCE**

The purpose of this policy is to provide for reasons and procedures for a reduction in force of the administrative staff of the District when the Board of Education considers such a reduction to be necessary. For purposes of this policy, the terms “administrator” and “administrators” refer to those persons employed under authority of O.R.C. §3319.02.

A. Reasons for a Reduction in Force.

The Board may implement a reduction of force in the ranks of administrators, through suspension of one or more administrative contracts, for one or more of the following reasons:

1. Return to duty of administrators from leaves of absence.
2. Territorial changes affecting the District as a whole, or one or more District facilities.
3. Decreased enrollment of students in the District, at one or more school facilities, or in one or more instructional programs, regardless of whether such decrease occurs from one school year to the next, or within one school year.
4. Closure of one or more school facilities.
5. Reorganization of the District administrative staff.
6. The financial condition of the District as determined by the Board.
7. Lack of sufficient work as determined by the Board.
8. Changes in curriculum, programs or services provided in the District.

B. Order of Contract Suspension.

The order in which administrator contracts will be suspended to implement a reduction in force pursuant to this policy shall be determined as follows:

1. When a reduction is necessary due to an administrator returning from leave of absence, the administrator holding the position or the most similar position from which the administrator took a leave of absence shall have his or her contract suspended.

2. When reductions in force are based upon reasons affecting one or more identifiable District facilities or programs, only the administrators responsible for such facilities or programs are subject to the reduction in force.
3. When identifying which administrators will be the subject of a reduction in force, consideration will be given to first suspending the contracts of administrators who have the least seniority in the District, with seniority defined as years of continuous employment under an administrative contract with the Board. Seniority, however, is not controlling. The overriding considerations in determining the order of suspension of contracts shall be the efficient use of personnel and available resources, and the best interests of the students served by the District.

C. Procedure for Implementing Reduction in Force.

The procedure for implementing a reduction in force among the administrative staff shall be as follows:

1. The administrative positions to be reduced through contract suspension shall be identified by the Superintendent. The affected administrators will be notified by the Superintendent of the anticipated reduction and given an opportunity to resign prior to Board action.
2. Contracts may be suspended by Board action at a regular or special meeting. Administrators whose contracts have been suspended shall be given written notice by the Board of the action, which shall include the date the suspension takes effect if the date is other than the date of Board action.
3. A reduction in force can include a reduction from full-time to part-time service.
4. A reduction in force can include a reduction in the number of contracted days of employment.

D. Recall of Administrators.

Administrators whose contracts have been suspended pursuant to a reduction in force shall have a right to restoration to active service as follows:

1. Administrators whose contracts have been suspended pursuant to this policy shall have the right of recall only to their prior administrative

position (*i.e., Assistant Principal at the Middle School*) and only if the Board re-institutes that position. However, the Board may consider such administrators for openings occurring in any other administrative position for which the administrator is qualified and holds the appropriate certification/licensure. The primary factor in filling the administrative positions will be in the best interests of the District.

2. The recall of an administrator to active service shall be offered by written notice from the Superintendent to the administrator. The administrator shall have ten (10) days from receipt of the notice in which to accept or decline the offered position in writing delivered to the Superintendent. It is the administrator's responsibility to maintain a current mailing address with the Board.
3. If an administrator declines recall to active service in the District or does not respond to a recall notice in a timely manner, the administrator shall be deemed to have resigned from employment with the Board and all recall or other employment rights are extinguished as of the date recall is declined.

Administrators whose contracts are suspended pursuant to this policy and who were employed by the District previously under a continuing contract as a teacher or who had a continuing contract as a teacher elsewhere prior to being employed by the District as an administrator and who has served the District for at least two (2) years, may be offered a position in the District as a classroom teacher in his/her area of certification/licensure.

Administrators whose contracts are suspended shall be on the administrative recall list for a period of one (1) year from the last day of active employment by the District, unless the administrator has accepted, prior to such time, other employment.

Administrative personnel whose contracts of employment have been suspended under this policy have no right to displace another administrator.

LEGAL REFS: O.R.C. §3319.171

Adopted: August 10, 2015