

ADMINISTRATOR REDUCTION IN FORCE POLICY

1. When the Board determines that it is necessary to reduce the number of administrators currently employed in the District, it may suspend administrative contracts in accordance with the policy. The suspension of administrative contracts under this policy shall also be known as an administrative reduction in force (RIF) and may be implemented by the Board for any one or more of the following reasons:
 - a. the financial condition of the School District
 - b. financial circumstances affecting a particular program or grade level(s) within the School District
 - c. declining enrollment in the District as a whole or in a particular program(s) or grade level(s) within the District
 - d. the closing or consolidation of school buildings
 - e. staff reorganization in response to changes in law, curriculum, education policy, or the changing needs of the School District
 - f. the abolishment of administrative positions
 - g. territorial changes affecting the School District
 - h. the return of regular administrators from a leave of absence or from disability retirement
2. When implementing an administrative RIF, the Board shall proceed to suspend contracts in accordance with the recommendation of the Superintendent of Schools. In making such recommendations, the Superintendent shall first identify the administrative service areas in which reductions need to occur, which areas need not conform strictly with state licensure/certification fields. Within these service areas, reductions shall be made according to the needs of the District as determined by the Superintendent. Demonstrated success and suitability for the available assignments shall be the primary considerations in such determination. Years of service in the District as an administrator shall also be considered, but shall not be the primary or overriding factor.
3. The Superintendent may recommend the reassignment of any administrator suspended under the foregoing procedure to another position for which he/she is properly licensed or certificated, if the individual currently holding such position has fewer years of service in the District as an administrator. If such reassignment is recommended by the Superintendent and approved by the Board, the administrator currently holding the position shall be displaced, and his/her contract suspended.

4. All employees whose contracts are suspended pursuant to this policy shall be placed on a recall list for reemployment for a period of up to twelve (12) months, beginning with the effective date of the suspension. If a vacancy occurs, all of the administrators on the recall list shall be notified, by certified mail, of said vacancy. The Board will have fulfilled its notice requirements if the notice is sent to the last address left by the administrator. Unclaimed, refused or undelivered notices shall constitute a refusal of the vacancy. The administrator is responsible for keeping the Board apprised of the administrator's most current address. The administrator must, within seven (7) days of the receipt of the notice, notify the Board of the administrator's interest in the vacancy. Failure to notify the Board within the slated time period shall result in the removal of the administrator from the recall list, and shall be deemed a waiver of any future notices. Upon receipt of the notices from the responding administrators, the Board shall recall the most qualified candidate. The most qualified candidate shall be determined in the sole discretion of the Board. If an administrator refuses to accept an offered vacancy, the administrator shall be removed from the recall list and any obligation of the Board under this policy shall cease.
5. Administrators who hold continuing contracts as teachers within the District shall enter the teachers' bargaining unit following the suspension (RIF) of their administrative contract. Their rights upon entry in the teachers' bargaining unit shall be determined in accordance with the applicable provisions of law and the collective bargaining agreement as it exists at that time.
6. The term "suspension" as used in this policy in relation to administrative contracts shall not be taken to indicate either a continuing employment relationship following the suspension or the resumption of a previous contract upon recall. The suspension (RIF) of an administrative contract under this policy shall entirely sever the employment relationship between the parties. Upon recall, an entirely new contract shall be entered into.

Adopted: May 20, 2004; Revised February 24, 2011