

CLASSIFIED EMPLOYEE REDUCTION IN FORCE

The Board recognizes that occasionally a school/department must reduce its number of staff members. The reasons for such a reduction include, but are not limited to, the following: a general downsizing of the total organization; a change in the organizational structure of the given school/department; the changing need of the students/clients served by that school/department.

Adopted:	July 1, 1993
Amended:	December 8, 1997
Reviewed:	July 8, 2004

CLASSIFIED EMPLOYEE REDUCTION IN FORCE PROCEDURE

The following procedures shall be applied when a reduction in force becomes necessary for the reduction of any full-time, regular employees of the division:

A. Employee Notification

When a reduction in force becomes necessary, ~~t~~The principal/department head/supervisor will notify the Director of Human Resources, who will ~~notify~~ ensure that the employee(s) being affected are notified as soon as a potential reduction is known.

~~B.~~ The affected full-time employee(s) will be notified of the potential reduction in writing as soon as possible, but no less than 60 calendar days prior to the effective date of the elimination of the position. Affected employees ~~and~~ will be given the opportunity to discuss the reduction with the Director of Human Resources/designee and principal/department head/supervisor. ~~Such notification will take place prior to June 1 of a given year, whenever possible.~~

B. Reduction Criteria and Process

~~C. — The Superintendent/designee will make reasonable efforts to place an affected employee in a vacant position for which he/she is qualified.~~

~~D. —~~ In any reduction ~~as herein above described~~ implemented under this policy, the Superintendent/~~d~~Designee shall consider —the performance, level of training and experience of the personnel involved compared to —other members of the same position and/or same job group. “Job group” for purposes of this policy shall mean a group of related job positions which serve a common function or functions within a department or school. The following process will be utilized:

A ~~Initially, a~~ list will be developed, as needed, by the Director of Human Resources/Designee, ~~by the end of June,~~ according to the following:

1. The list will be rank ordered ~~developed~~ from the most senior down to the least senior employee within ~~job groups~~ certain classes. “Seniority” for this purpose will be defined according to length of continuous service, including any approved leaves of absence, as ~~a~~ regular, full-time employee in the current position and in any prior full-time position within the same job group ~~that with Albemarle County Public Schools~~. The list will be further refined to group employees according to their respective positions (i.e. Teaching Assistant, Custodian, Bus Driver, Maintenance Worker, etc.)
2. Once the seniority list for each of the respective groups has been developed, then the employees’ performance and discipline, as documented in their Human Resources personnel files ~~evaluations~~ for the past three (3) years will be reviewed by the Superintendent/ Designee and rank ordered. ~~T~~In the event that unsatisfactory evaluations or disciplinary actions have occurred, the

Superintendent/Designee may consider all such documented performance and discipline ~~this fact to determine in making the decision on~~ who will be ~~reduced~~ affected by the lay-off.

~~E. Displaced employees who have more seniority will be eligible to assume positions within the same or lower pay classifications provided they hold appropriate qualifications and have had previous successful experience in the particular position. If the displaced employee assumes a position in a lower paygrade, he/she will be bound by the provisions of Policy GCBA, Salary Administration and Position Classification.~~

3. In the event that two employees in the same position/job group with the same hiring date, qualifications, and performance record are being considered for a reduction, the Superintendent/Designee will apply the following criteria, not necessarily in this order, to determine which staff to lay off:

- a. ~~1.~~ Additional training;
- b. ~~2.~~ Written documentation of skills and abilities;
- c. ~~3.~~ Total experience in present position;
- d. ~~4.~~ Total experience in Albemarle County;
- e. ~~5.~~ Recommendations of the employees' principal/department head ~~administrative staff~~.

C. Reassignment and Recall

A member of the Human Resources Department will meet with employees in positions identified to be eliminated to determine their skills, experience, education, training and interests in order to identify other positions in the division for which they may qualify, or for which retraining is feasible.

~~C. The Superintendent/designee will make Every reasonable efforts will be made to place an affected employee in a vacant position for which he/she is may qualified.~~

~~E. Displaced~~ In lieu of being laid-off, employees who have more seniority will may be eligible to assume vacant positions within the same or lower pay classifications provided they hold appropriate qualifications and or have had previous successful experience in the particular position. If the displaced An employee reassigned assumes to a position in a lower paygrade, pursuant to this policy he/she will be bound by the provisions of Policy GCBA, Salary Administration and Position Classification, section G.4.

~~F.~~ Recall

If an individual's employment is not renewed because of reduction in force, that employee's name will be placed on a recall list for the entirety of next school year. If a

position becomes available during that period, and the employee is qualified to fill that position, the employee will be notified and encouraged to apply. After this time period, the former employee may apply/reactivate his/her application for any vacant position for which he/she is qualified.

D. Separation Benefits

Laid-off, full-time employees will receive the following separation benefits to assist them in their transition from division employment:

1. Separation Pay. Pay will be calculated at the employee's regular rate of pay at the time of the reduction in force, based on the length of service and the schedule provided below. "Length of service" shall mean years of continuous service, including any approved leaves of absence, as a regular, full-time employee in the employee's current position and in any prior full-time position within the same job group.

Length of Service

Separation Pay Period

Less than two years:

Two weeks of pay

Two years and above

One week of pay for every full year of service, up to a maximum of 12 weeks

2. Continued Insurance Contributions. The Board contribution for medical and dental insurance coverage will continue for the duration of the separation pay period for laid-off employees who were enrolled in those plans at the time of the reduction. Upon completion of the separation pay period, the employee may elect to continue coverage under COBRA.

Unless otherwise specified, an employee who declines a reassignment to another vacant position prior to the effective date of the reduction shall not be entitled to separation benefits under this policy. If an employee receiving separation benefits is rehired by the division, he/she will be under no obligation to repay those funds.

The provisions of this Section D shall be void and without effect if the Albemarle County Board of Supervisors fails to appropriate the necessary funds.

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