

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; March 11, 2010
Reviewed: July 8, 2004

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CLASSIFIED EMPLOYEE REDUCTION IN FORCE PROCEDURE

The following procedures shall be applied when a reduction in force becomes necessary for the total reduction of any full-time, non-probationary regular employees of the ~~division~~Division. The employee must be full-time in a single position. For the purposes of this policy, employees considered full-time for benefits in two or more part-time jobs are not considered full-time.:

A. Employee Notification

When a reduction in force becomes necessary, the ~~principal~~Principal/~~department~~Department head~~Head~~/~~supervisor~~Supervisor will notify the Director of Human Resources, who will ensure that ~~the~~ employee(s) being affected are notified as soon as ~~a~~ potential reductions ~~is~~are known. Each employee will be notified of reduction in writing with a minimum notice of 30 calendar days before the position is to end. Exceptions to this timeframe must be approved by the Superintendent.

~~The affected full-time employees 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~~ Employees will be given the opportunity to discuss the reduction with the Director of Human Resources/~~designee~~Designee and ~~principal~~Principal/~~department~~Department head~~Head~~/~~supervisor~~Supervisor.

B. Reduction Criteria and Process

In any reduction implemented under this policy, the Superintendent/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. Departments whose employees are centrally staffed and located throughout the division (e.g. custodians) will be reduced on a division-wide basis instead of by location. The following process will be utilized:

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

1. The list will be rank ordered from the most senior down to the least senior employee within positions/job groups. “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. 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 for the past three (3) years will be reviewed by the Superintendent/ Designee and rank ordered. The Superintendent/Designee may consider all such documented performance and discipline to determine who will be reduced.

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~~reduce:
 - a. Additional training;
 - b. Written documentation of skills and abilities;
 - c. Total experience in present position;
 - d. Total experience in Albemarle County;
 - e. Recommendations of the employees' principal/department head.

C. **Reassignment and Recall**

A member of the Human Resources Department will meet with employees at their request who are in positions identified to be eliminated to determine their skills, experience, education, training, and interests in order to identify other positions in the ~~division~~Division for which they may qualify, or for which ~~retraining~~ is feasible. ~~Every reasonable effort will be made to place an affected employee in a vacant position for which he/she may qualify.~~A resume will be shared with any Principals/Department Heads where the employee expresses interest through a process established by Human Resources. Employees should utilize the Division's application system to apply for vacancies as they occur.

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

Should the same or similar position regardless of shift or number of hours become available at the school/department where the reduction occurred before Labor Day of the current school year or within 30 calendar days of the termination date, whichever is longer, an employee who no longer has a position with the Division must be offered that position. The employee must be given a minimum of two (2) business days to respond to the job offer. Employees should be selected for recall based upon the reduction criteria

above. Reduced employees who accept new positions within the Division with reduced hours and/or pay must be contacted within the recall period. Declining any offer matching the employee's preferences given to Human Resources or for a job for which an application was submitted, removes the employee from further employment consideration as a reduced employee.

Any reduced employee who is recalled after a break in service will be given a new hire date with Albemarle County and the benefits and terms associated with that date and job.

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:

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.

<u>Length of Service</u>	<u>Separation Pay Period</u>
<u>Less than two years:</u>	<u>Two weeks of pay</u>
<u>Two years and above</u>	<u>One week of pay for every full year of service, up to a maximum of 12 weeks</u>

1. 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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