

## REDUCTION IN FORCE

When a reduction in staff is necessary, contracts for an excess of staff shall be withheld (by certificate area) for persons earning lowest composite scores according to the procedure described herein. This procedure has been established to enable the district to maintain its most effective teaching staff annually. This procedure applies to certified teaching staff only.

### PROCEDURES:

#### A. Components of Reduction-In-Force Composite Score

Reduction-In-Force will be based on the following factors: performance, certification, and seniority.

1. **PERFORMANCE:** Each criterion on the evaluation instrument will receive a numerical weight for the purpose of calculating an evaluation score. Evaluation scores will be calculated according to the procedures outlined in the "Teacher Performance Evaluation Procedures" manual (1999-2000 edition, page 44).

2. **CERTIFICATION:** Points for levels of certification will be assigned as follows:

A Certificate: 5 points

AA Certificate: 10 points

AAA Certificate: 15 points

AAAA Certificate: 20 points

Certification credit will be awarded based on teaching areas only. Should certification be held in more than one teaching area, credits will be awarded according to the point system listed above.

3. **SENIORITY:**

a. \*Uninterrupted Service: .5 points per year up to and including 40 years (Maximum: 20 points)

b. Broken JPSD Service and Outside Service: .25 points per year up to and including 6 years (Maximum: 1.5 points)

MAXIMUM EXPERIENCE CREDIT (a. + b.): 20 points

\*Any board-approved leave does not constitute interruption of service. Credit shall be allowed for academic and military leave. No credit is allowed for any other leave.

## B. Compilation of RIF Points

- a. PERFORMANCE SCORE: calculated according to the "Teacher Evaluation Procedures" manual, 1999-2000 edition, page 41;

PLUS

- b. CERTIFICATION: total certification points;

PLUS

- c. SENIORITY: total of credits for continuous service, outside experience and broken JPS service;

## C. Clarifying Points

1. After combining scores derived from each of the three components, all staff members in teaching areas designated for reduction will be ranked-ordered based on the compilation of RIF points. Persons with the lowest scores will be notified in accordance with the requirements and rights extended by the School Employment Procedures Act of 1977.
2. Employees affected "shall be offered positions according to need in order to maintain a quality instructional program." (Policy GBED)
3. Persons on approved leaves of absence shall be entitled to reemployment according to policy provisions under which leave was granted. Upon return to the school district, existing Reduction-In-Force procedures shall apply.
4. Persons reassigned to teaching positions shall be governed by existing Reduction-In-Force procedures after returning to a teaching assignment.
5. Persons on the Professional Growth Option shall retain their latest Performance Score until they are formally evaluated by the principal again.

DATE: May 18, 1992

AMENDED: January 18, 2000

April 19, 2016

REVIEWED: July 20, 2017