

PROFESSIONAL STAFF REDUCTION IN FORCE (Meet and Confer Recommendation)

When a reduction in force of certificated staff is necessary, the Superintendent shall equitably administer procedures to determine those staff members who will be affected. Those procedures shall be clear, transparent, and based on objective criteria that honor a staff member's body of work and due process rights.

Reduction in Force Defined

A *Reduction in Force* is defined as a decrease in the number of certificated staff due to declining district enrollment, changes in course registration, State or Federal budget reductions or for other reasons as determined by the Governing Board.

Guidelines for Implementation

It shall be the policy of the district to first attempt to make such reductions through normal factors of attrition such as resignation, retirement, and termination of short-term contracts. The Superintendent shall first consider site and district programmatic needs, and then, the following order shall be used in determining the certificated personnel to be affected by the reduction in force:

- Certificated staff under contract to the district through third party organizations;
- Certificated staff who have previously retired and have returned to the district under a retiree contract;
- Staff who are not appropriately certificated, or, when applicable, highly qualified for the needed content area(s).

In the event the above actions do not reach the required reduction of positions, further reduction will be made using the following criteria (after taking into account District programmatic needs) to evaluate a teacher's body of work and determine those staff members with the lowest composite scores:

- Disciplinary action (Letters of Reprimand and Suspensions without Pay Only)
- Performance as determined by formal evaluation
- Certifications
- Experience
- Professional development
- Attendance
- Leadership
- Student achievement

Adopted:

LEGAL REF.:

A.R.S. 15-502

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