

GDQA SUPPORT STAFF REDUCTION IN FORCE

Adopted by Board 2/8/11 (subsequently deleted by ASBA)

If it is necessary to reduce the support staff of the District because of a reduction in District enrollment, a decline in course registration, or for other reasons, as determined by the Governing Board, it shall be the policy of the District to first consider attrition and call for volunteers to leave their positions before a reduction in force (RIF) is implemented. Then, further reductions will be based first upon longevity within the District. If longevity is equal, then the reduction would be based next on the District's performance evaluation system. If these factors are deemed equal, reduction will occur by lottery. A reduction in force may be District-wide or limited to particular departments, as determined by the Governing Board.

If it is necessary to hold a lottery for the purposes of staffing reductions or reappointments, the lottery will be jointly conducted by the administration and representatives of the support staff.

Prior notification to employees affected by a reduction in force will be made at the earliest practicable time.

In the event of an increase in required services or the reestablishment of services within a three-year period, reappointment of persons qualified for open positions will occur in inverse order to the layoffs accomplished pursuant to the factors set forth above.

Should a laid-off support employee be assigned to such a position for which the employee is qualified and refuse it, or fail to timely accept it, the Governing Board is not required to offer any other position and the employee shall be deemed to have resigned.

ASBA added in error:

~~In the event the Board decides to release support staff members, the following guidelines will be in effect:~~

- ~~● Normal attrition due to terminations will be relied upon as the first means of reducing the staff.~~
- ~~● If attrition does not accomplish the required reduction in the staff, the Superintendent shall submit to the Board recommendations for the termination of specific staff members. The criteria used in formulating these recommendations shall include, but shall not be limited to:
 - ~~■ Qualifications of staff members to accomplish the District's program.~~
 - ~~■ Overall experience, training, and ability.~~~~

~~■ Past contributions to the program of the District.~~

~~■ All other factors being equal, length of service in the District.~~

~~Criteria for selection of staff members to be released will be applied separately to employees within specialty categories.~~

~~Personnel to be laid off shall be notified of such layoff as soon as practical.~~

Adopted: February 8, 2011