

## Reduction in Force

7.08-4  
Board Adopted  
(03-12-98)

### Definition

7.08-4.1

Definitions used in this policy are as follows:

1. "Reduction in force" means the dismissal of a teacher, administrator or other professional certified employee before the end of a contract term for reasons of financial exigency or program change. Nonrenewal of an employee's term contract is not a "reduction in force" as used in this policy, and nonrenewal issues, policies, or procedures are not addressed herein.
2. "Financial exigency" means any decline in financial resources brought about by decline in enrollment, cuts in funding, or any actions or events that create a need for the Windham School District to reduce financial expenditures for personnel.
3. "Program change" means any elimination, curtailment, or reorganization of a curriculum offering, program, or school operation that is unrelated to financial exigency.

### General Ground for Dismissal

7.08-4.2

A reduction in force may take place when the Superintendent determines that because of financial exigency, or a program change for educational or institutional reasons, the Superintendent's contractual obligation to one or more teachers, administrators, or other professional certified employees cannot be met. Such a determination constitutes the necessary cause for dismissal.

### Affected Employment Areas

7.08-4.3

Reductions in force may be made by program, department, region, unit, and/or working titles as shown in job descriptions. A reduction in force may be implemented in one, several, or all employment areas. Employment areas shall be defined as:

1. Superintendent of Schools
2. Deputy Superintendent of Schools
3. Director of Administrative Services
4. Communications and Publications Coordinator
5. Assistant Superintendent
6. Assistant Regional Administrator
7. Instructional Supervisor - Academic
8. Instructional Supervisor - Vocational
9. School Psychologist
10. Associate School Psychologist
11. Educational Diagnostician
12. Principal
13. Part-time Principal
14. Principal Trainee
15. Guidance Counselor

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16. Academic Counselor
17. Academic Teacher
18. English as a Second Language Teacher
19. Chapter I Teacher
20. In-cell Study Program Teacher
21. Vocational Teacher
22. Special Education Teacher
23. Librarian
24. Director of Business
25. Accounting Coordinator
26. Budget Coordinator
27. Payroll/Accounts Payable Coordinator
28. Purchasing Coordinator
29. Warehouse Coordinator
30. Coordinator of Library Services
31. Director of Data Processing
32. Administrative Officer for Computer Operations
33. Programmer Analyst
34. Director of Planning, Research and Evaluation
35. Coordinator of Planning and Evaluation
36. Planning Specialist
37. Research and Development Specialist
38. Planning Specialist for Safety, Construction and Facilities
39. Technology Coordinator
40. Coordinator of Guidance and Records
41. Director of Instructional Services
42. Coordinator of Academic Curriculum
43. Coordinator of Special Populations
44. Curriculum Specialist - Academic
45. Computer Lab Coordinator
46. Curriculum Specialist - Special Populations
47. Director of Personnel
48. Personnel Officer for Certification
49. Personnel Officer for Training
50. Personnel Officer for Applications
51. Human Resource Officer for Recruiting
52. Vocational Administrator
53. Assistant Vocational Administrator
54. Media Center Coordinator
55. Vocational Placement Coordinator
56. Curriculum Specialist Supervisor - Vocational

These employment areas may change as job titles and/or organizational areas are added or changed.

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Criteria for Decision

7.08-4.4

The Assistant Superintendent/Department Head shall submit to the Superintendent a recommendation for dismissing particular certified employees, after applying the following criteria, listed in order of importance, in each selected employment area to determine which employees shall be retained:

1. Certification: Appropriate certification for area of assignment.
2. Performance: Professional effectiveness as reflected by the employee's most recent written evaluation and appraisal.
3. Seniority: Years of professional experience with the Windham School District.
4. Professional background: Years of professional experience prior to employment by the Windham School District.

In the event that two or more employees are equally qualified under the four criteria set forth above, the Superintendent may consider the following criterion:

5. Educational background: Advanced degrees and course work beyond the bachelor's degree in the area of assignment.

Superintendent Action

7.08-4.5

After considering the Administrator's recommendation, the Superintendent shall determine which employees shall be dismissed. The employee shall be given a statement of the reasons and conditions requiring such dismissal and shall, upon request, be given a hearing in accordance with the policy for termination during contract.

Exclusive Reduction in Force Procedure

7.08-4.6

No personnel action other than a reduction in force shall be considered under this procedure. Reduction in force is not grievable.

Rights of Employees Subject to Reduction in Force

7.08-4.7

An employee dismissed pursuant to this policy, if subsequently employed by the District, shall be credited with the amount of sick leave that had accrued at the time of dismissal.

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Re-employment

7.08-4.8

Upon written request, an employee dismissed pursuant to this policy shall be notified in writing of the subsequent availability of the position, for a period of one calendar year following the effective date of dismissal. The notice shall be mailed to the former employee's address that was on file at the time of dismissal, unless the District has been notified in writing of a change of address. A former employee so notified must respond to the Superintendent in writing within ten calendar days of receipt of such notification if the person wishes to be considered for the position. Any individual who responds shall be considered for employment on the same basis as all other applicants.