

CHAPTER 6.00 – HUMAN RESOURCES

REDUCTION IN FORCE – NON-CERTIFIED STAFF

6.91.1

In the event it becomes necessary to reduce the number of non-certified staff employed by the school district due to a decrease in student enrollment, financial exigency, changes in curriculum, consolidations or reorganization, the following procedure shall be followed to determine staff members to be affected.

- I. Attrition by resignation, retirement or voluntary leaves of absence shall be the first method used to reduce the force.
- II. Based on the philosophy of maintaining the best educational program possible, the Dale County Board of Education, upon recommendation of the Superintendent, shall identify the work area(s) and work site(s) from which staff members are to be reduced in force at respective times. For the purpose of reduction in force, the following terms are defined:
 - A. Work Areas – Custodians, child nutrition personnel, secretaries, bookkeepers, aides, non-certified resource personnel and nurses.
 - B. Work Sites – Central Office to include secretaries and bookkeepers. Local schools to include child nutrition personnel, custodians, secretaries/bookkeepers, non-certified resource personnel and aides.
- III. Following the identification of the work area(s) and work site(s), the number of staff to be reduced from each area(s) and site(s) will be determined by the Board, based on a recommendation by the Superintendent. All staff members within the identified work area(s) and site(s) will be rank ordered from the greatest amount of service time to least amount of service time within the Dale County School System. The staff member(s) with the least amount of continuous service time (seniority), based on actual date of employment as reflected in the Board minutes, shall be the first to be reduced in force. In the event two or more staff members have the same amount of continuous service time with the school district based on Board minutes, the following additional criteria will be used to determine the order of reduction in force:
 - A. Formal education attained by the staff member (the staff member with the least amount of formal education to be released).
 - B. Total years of work related experience (the staff member with the least number of years experience to be reduced first).
 - C. If tied at this point, the staff member with the lowest social security number (last four numbers) will be reduced first.

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- IV. In order for a Dale County School System staff member selected to be reduced in force by these procedures to displace a staff member in the same work area at another work site with less service time, said staff member must be capable of handling the entire position of the employee they seek to displace and must submit a written request for such transfer within five (5) days of receipt of the notice of reduction in force.
- V. The names of non-certified personnel reduced in force shall be placed in a Dale County School System employment pool. Said personnel shall be given the opportunity in reverse order of their layoff to fill the first comparable employment vacancies for which they are qualified.
- VI. It is understood that reduction in force constitutes termination of employment and all benefits provided by the school district cease on the effective date.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-1-30, 16-1-33,
16-24-5 through 16-24-10,
36-26-100 to 108.**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: Dec 16, 2008
REVISION DATE(S): March 10, 2009
FORMERLY: GCNA**