

## **AP 805.0 – REDUCTION IN FORCE – ADMINISTRATIVE PROCEDURES**

1. District announces that a Reduction in Force (RIF) is in effect.
2. District designates which categories and curricular areas will be subject to a RIF, sending notification letters to all certificated personnel in the RIF pool.
3. Affected teachers will have a three-year average of their final professional practice rankings from their annual evaluation calculated.
  - a. During the annual evaluation process, all teachers will have two observations
    - i. Each teacher will provide the administrator with lesson plans before the formal evaluation, explaining learning objectives, activities, goals, etc.
    - ii. The evaluating administrator will use the Danielson Framework component rubric (2<sup>nd</sup> edition) to document the teacher's performance using the rankings of *unsatisfactory*, *basic*, *proficient* or *distinguished*.
  - b. Teachers will receive a copy of their annual evaluations prior to May 1<sup>st</sup> of each school year.
  - c. If a teacher feels there is a discrepancy, they may contest their professional practice rankings through the RIF appeal process.
4. In the event that two or more certificated personnel receive the same professional practice ranking, a standard interview will be conducted by the Superintendent or designee to determine which certificated personnel will be subject to a reduction in force.

### **RIFR APPEAL PROCESS:**

Certificated personnel may appeal any RIF component ranking by requesting a review within 5 days of their annual evaluation conference with the evaluating administrator and submitting a written request for appeal. The superintendent or designee will review the appeal and provide a written response within 5 days of receipt of the appeal request.

### **COMPETING FOR OPEN POSITIONS:**

Any employee affected by the reduction in force will be allowed to compete for open positions with other employees in the RIF pool with common certifications for any and all positions for which he/she is qualified. Employees not affected by this reduction in force may not be reassigned to full-time positions eliminated through the RIF.

### **RECALL RIGHTS:**

Any certificated personnel subject to a reduction in force pursuant to this policy will have recall rights for two (2) calendar years from the effective date of the reduction. Certificated personnel

shall notify the district in writing of their desire to be included on the recall roster upon notification of RIF status and by March 1 of the subsequent year. It will be the responsibility of each former employee on the recall roster to provide a current mailing address, place of residence, and telephone number, e-mail or other means by which to contact the former employee.

Such recall rights or opportunities will occur in the highest order on the recall roster. When a position in the category and curricular area becomes available, the district will attempt to contact certificated personnel from the recall roster by certified mail and by e-mail or phone. The employee will have ten (10) days after being contacted to accept or reject, in writing the contract offer. If the district is unsuccessful in contacting the employee or if the employee rejects the contract offer, the employee forfeits any future recall rights, and the district will offer the position to the next qualified person on the recall roster.

The recalled employee will return with no loss of prior service credit placement on the current salary schedule. Any employee who has been recalled is entitled to credit on the salary schedule for any contracted teaching experience gained during the layoff and for additional college credits completed. Recalled employees who were employed on a grandfathered continuing contract at the time of the reduction in force are eligible for reinstatement of continuing contract status as per Idaho Code 33-514(3) and 33-515.

Procedure History:

Adopted: 05/11/2016  
05/08/2012

Revised: 03/09/2016  
04/14/2014  
10/31/2013