

LICENSED EMPLOYEE REDUCTION IN FORCE

The board has the exclusive authority to determine the appropriate number of licensed employees. A reduction of licensed employees may occur as a result of, but not be limited to, changes in the education program, staff realignment, changes in the size or nature of the student population, financial situation considerations, and other reasons deemed relevant by the board.

The reduction in licensed employees, other than administrators, will be done through normal attrition if possible. If normal attrition does not meet the necessary reduction in force required, the board may terminate licensed employees.

It is the responsibility of the superintendent to make a recommendation for termination to the board no later than April 30<sup>th</sup>. The process for reduction in force shall be as follows:

1. Employees who have an Administrative Decision, Class B or a license other than a fully endorsed initial or fully endorsed standard license as per the seniority list and are teaching in the category to be reduced will be identified to be staff reduced.
2. Employees with the least number of trimesters in the category to be reduced will be the next identified person(s) to be staff reduced.
3. In the event that more than one individual is identified to be staff reduced after considering numbers 1 and 2 above, the last consideration will be the hiring date. The person who was the last to sign their first contract will receive a staff reduction notice.

Due process for terminations due to a reduction in force will be followed.

Legal Reference: Iowa Code §§ 279

Cross Reference: 407.4 Licensed Employee Suspension  
 413.5 Classified Employee Reduction in Force  
 703 Budget

Approved 6/10/19

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_