

Guilford County Board of Education
Administrative Procedure

Descriptor Term: REDUCTION IN FORCE – LICENSED EMPLOYEES ADMINISTRATIVE PROCEDURE	Descriptor Code: GBKAA-P
Date Issued:	Revised:

Reductions in force for career employees and for employees who are employed pursuant to contract (N.C.G.S. 115C-287.1) are governed by N.C.G.S. 115C-325 and the procedures therein.

This administrative procedure is intended to illustrate, but not supersede, those provisions.

I. Notification Procedures and Board Process

The Superintendent will make his recommendation for reduction in force considering the elements and factors in Board policy GBKAA. After the Board approves the Superintendent's recommendation, the Superintendent will:

- a. Give written notice to all contract and career licensed employees by certified mail or hand delivery of his intent to recommend their dismissal or demotion pursuant to 115C-325(e)(1)(l.)
- b. The notice shall include the Superintendent's grounds for his/her recommendation.
- c. The notice shall set forth that the career employee has 15 days from receipt of the notice to request for a hearing before the Board of Education.
- d. In the event that the career employee requests a Board hearing, the hearing shall occur within 10 days of receipt of the request for a hearing unless otherwise agreed between the employee and the Board.
- e. If no request for a hearing is received, the Superintendent shall proceed to recommend the dismissal or demotion to the Board.
- f. The Board shall consider the recommendation either by hearing, or, if none is requested, by recommendation of the Superintendent, and, if approved by the Board, enter a resolution that orders the dismissal or demotion.

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II. Attrition Considerations Prior to RIF

The Superintendent will make every effort to consider normal attrition prior to implementing a reduction in force that affects licensed career employees.

Attrition includes but is not limited to:

- a. Resignations; and/or,
- b. Retirements; and/or,
- c. Non-renewals of temporary, interim and other instructional personnel; and/or,
- d. Probationary employees who have not achieved career status.

Probationary employees will be considered before reducing the employment of career employees to the extent that it can be done without affecting the availability of programs or services, the goals of the Board or the progress toward the goals outlined in the Superintendent's Strategic Plan.

Probationary employees who are licensed in areas with limited availability of qualified employees, or who have been recognized as outstanding by their school, professional colleagues or state or national organizations, may also be exempt from consideration for Reduction in Force.

III. Selection Process

Career Employees with unique or essential and/or extra duties (and a commitment to continue to perform those essential and/or extra duties), or whose dismissal would alter availability of programs or services, the goals of the Board or the progress toward the goals outlined in the Superintendent's Strategic Plan, may be excluded from consideration from a Reduction in Force, per the discretion of the Superintendent.

Personnel designated for Reductions in Force shall be selected as follows:

- a. Employees will be selected for Reduction in Force based first on area of certification and then seniority, by subject matter and by site.
- b. The continuity and stability of existing classes or programs will also be considered.

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- c. Service in an area where the pool of qualified or available personnel is limited will also be considered and may exclude some career employees from having their positions reduced or eliminated.
- d. Career personnel whose performance has been recognized as outstanding may be excluded from consideration for Reduction in Force.

IV. Post RIF Procedures

Following the action to dismiss or demote a career employee, the Superintendent or designee shall place that former employee's name on a list of available potential employees and will be considered for all positions for which they achieved career status and for which they are qualified by current standards. For all openings in such positions for a period of three years, the former career employee will be given priority consideration. In the event that the former career employee is offered a position by GCS and the former career employee refuses the appointment, the former career employee's name will be removed from the priority list.

V. Return to Service After RIF

A career employee who is recalled and reemployed within three years of the Reduction in Force by GCS shall have all unused sick leave and personal leave restored to him/her if permitted by law and State policy and practice.