

Guilford County Board of Education  
Procedure

Descriptor Term: <b>REDUCTION IN FORCE – CLASSIFIED EMPLOYEES</b>		Descriptor Code: <b>GCKA-P</b>	
Date Issued: Presented to the Board January 28, 2010 Second Reading March 9, 2010	Adopted by Board:		Revised by Board:

The Superintendent has the primary responsibility for the organization of the staff of the Guilford County Schools and serves as its chief executive. When it becomes necessary, appropriate or in the best interest of the Guilford County Board of Education to reduce the number or financial cost of classified employees for any lawful reason, the Superintendent shall follow the following procedures.

**I. Criteria for Selection**

The Superintendent shall use any one or more of the following criteria in determining when and how to select which employees are terminated or demoted:

- a. The Superintendent may re-organize or change the responsibilities of employees within a department, position, course, program, or operation to eliminate duplication of job responsibilities, inefficiencies, decreased demand for services, changes in technology or job responsibilities or opportunities for combined job functions. He may reduce the hours of positions.
- b. The Superintendent may reduce positions or work hours of positions by school site or work site.
- c. After the Superintendent determines how he intends to re-organize the staff, he shall determine within the reorganization which employees will be affected by the reorganization.
- d. The following criteria, as determined by the Superintendent, shall form the basis for selecting which employees will be dismissed or demoted:
  - a) The specific skills of the employee and their value to GCS;
  - b) The length of service with GCS;
  - c) The experience of the employee in the field or area of expertise needed by GCS;
  - d) Skill and ability in areas such as leadership, training, flexibility, service in extra duty positions, cross training, degree level and other skill based considerations which affect goals and operation of GCS;

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- e) Performance based criteria; and
- f) Such other considerations as may be determined by the Superintendent.

**II. Notice to Employees**

Once the Superintendent has determined that the RIF is necessary and has made determinations described above, he and his designees shall determine the employees to be impacted by the reduction in force. To the extent practical considering the financial implications, every employee will be given 30 days notice prior to the effective date of the RIF. This notice is a courtesy only as there are no contractual or statutory requirements that the notice be given.

**III. At-Will Employees**

Classified employees are at-will employees of GCS and nothing in this policy or procedure is intended to extend additional rights to them or create an express or implied contract of any kind; nor shall any employee have any contractual rights, claims or privileges against the Board of Education by virtue of this policy or procedure. Nothing in this policy or procedure provides any employee with any fixed period of employment or right or expectation of continued employment or guarantee of any rate of compensation or hours of work.