

DeForest Area School District
Administrative Regulation

TITLE: REDUCTION IN FORCE	NUMBER: AR 3.3g(1)
<i>Executive Limitation: EL 3, Treatment of Staff (3.3 – Hiring and Retaining Staff)</i>	
Recorded as Administrative Regulation: <i>Established: 6/19/12 Revisions: 3/25/13</i>	
Origin as Board Of Education Policy: <i>Established: n/a Revisions: n/a</i>	

The superintendent, or designee, will follow the Employee Handbook for work force reduction as well as all applicable Federal, State, and Local laws and regulations.

It is the District’s intention to provide reasonable continuity of employment to all regular full and part time employees. However, the District may determine that a reduction in the workforce is necessary when one or more of the following circumstances are present:

- a. A decrease in student enrollment within a specific grade level, program area or within the School District.
- b. Loss of operating revenues.
- c. An elimination of a program(s) or change in delivery of services.
- d. The return of a teacher from a leave of absence.
- e. Other legitimate reasons which the District, upon its discretion, determines that a reduction in staff is required.

SELECTION FOR REDUCTION – STEPS

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial layoff in accordance with the following steps:

- A. **Step One - Attrition:** Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing reducing staff.
- B. **Step Two - Volunteers:** Volunteers will be solicited prior to layoff or non-renewal. Requests for volunteers will be sent to employees within the job classification(s), grade level(s), program area(s), department(s), and/or certification area(s) identified for a reduction. An employee who volunteers to be laid off or non-renewed under this section must put his/her request in writing and submit it to the Department of Human Resources. Volunteers will only be accepted by the District if, in the District’s opinion, the remaining employees in the certification area are qualified to perform the remaining work. Volunteers will be treated as a District directed layoff under this section of the Handbook, and the District will provide the volunteer(s) with a written confirmation of layoff.

- C. Step Three - Selection For Reduction/Layoff: The District shall select the employee(s) for layoff. The District shall utilize the following criteria, which are all equal in importance, for determining the employee(s) for layoff:
- a. Educational Needs of the District.
 - b. Qualifications of the Remaining Employees in the Certification Area, Department or Classification: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs as determined by the Board. These experiences shall include, but are not limited to, length and range of an employee's experience both within and outside the District, length of service to the District (calculated from the employee's most recent date of hire), the range of skills, certification or licensure, additional training, and professional investment to the District outside the employee's immediate role.

Step Four - Procedure for Layoff: When the District determines that a layoff is necessary, administrators will determine the positions to eliminate and the employees subject to layoff. Criteria used for the determination of reductions will include: the length and range of each employee's experience, the range of each employee's skills, certification or licensure, any additional training, life experiences, and professional investment to the District outside of each employee's immediate role, continuity for students, and current workload. In the event that a reduction in staff is necessary, the District will strive to notify the employee(s) who is (are) affected by May 1st. When this is not practical, thirty (30) calendar days advance notice will be given. Employees identified for layoff may be eligible for unemployment compensation and subject to the continuation of benefit rules under COBRA.

In order to accomplish a layoff of a teacher, the District shall use the procedures and deadlines in Wis. Stat. §118.22, and as described in Administrative Regulation 3.3g(2) – Nonrenewal of Professional Staff.

RE-EMPLOYMENT PERIOD

The re-employment period is solely available to employees who are laid off due to reductions in staffing. It does not apply to employees who are non-renewed based upon performance or dismissed. Nothing herein shall interfere with the District's right to hire the candidate for a vacant position who provides the best fit of knowledge, skills and abilities for the position as determined by the District. Employees on layoff shall retain the option to reapply for employment. If re-hired within a period of twelve (12) months after the employee's last day of work with the District, the employee's accrued benefits from prior years of service to the District will be restored.