

REDUCTION IN WORK FORCE

The Portsmouth City School Board may find it necessary because of a decrease in pupil enrollment, inadequate allocation of funds, and expiration of special grants, programmatic changes and/or other unforeseen conditions, to modify support services or instructional programs which may result in a reduction of staff. In the event, the School Board, upon the recommendation of the superintendent, shall determine the specific endorsement area(s), instructional programs, support programs or any other programs in which reductions need to be made and the extent of those reductions. This policy does not apply to employees who are reassigned to other positions by the superintendent as authorized by the Portsmouth City School Board.

Definitions

Administrator - Those persons required to hold a VDOE license as an administrator, supervisor, or specialist as defined by the State Board of Education under its rules and regulations.

Endorsement – Specific areas listed on a teaching license authorizing a person to teach specific subjects or grade levels or hold specific administrative positions in Virginia public schools.

Licensed Personnel (VDOE) – Those persons required to hold a license (VDOE) as a teacher, administrator, supervisor, or other related instructional position as defined by the State Board of Education.

Position Classification – Defined in the School Board approved pay and classification plan.

Recall Lists – A list of personnel whose service has been interrupted because of a reduction in force.

Salary Notification – For purposes of this regulation only, an employee under a salary notification shall be treated as if under an annual contract.

Support Personnel – Employees not holding a VDOE license as a job requirement.

A. Procedures for Licensed VDOE Personnel Reduction in Force

1. Application of reduction in force procedures for licensed personnel shall be based on seniority. Seniority is the total length of continuous service as a (VDOE) licensed employee with Portsmouth Public Schools.
2. Seniority shall be division wide.

3. Seniority lists for VDOE licensed personnel will be by area of endorsement. A licensed employee with multiple licensure endorsements will be entered on all seniority lists in areas for which the employee is endorsed.
4. A tie in the same seniority list shall be broken in the following order:
 - a. Total service as a licensed VDOE employee in PPS
 - b. Total service as an employee in PPS
 - c. Total length of service in a regionally accredited K-12 institution
 - d. Decision by lot

B. Procedures for Licensed VDOE Administrative Personnel Reduction in Force

1. Administrative employees may be transferred into other administrative positions for which they are licensed.
2. Administrators for whom an administrative position is not available will be transferred to a teaching position for which they are currently licensed.

C. Procedures for Support Personnel Reduction in Force

1. Seniority lists for support personnel shall be by current area of classification found in the Pay and Classification Plan for Portsmouth Public Schools.
2. Placement on the seniority list will be based on number of years in current position. In the event a position is eliminated the employee may request a transfer to a lower position for which they are qualified.
3. A tie in the seniority list shall be broken in the following order:
 - a. Total continuous service in Portsmouth Public Schools
 - b. Total length of service in Portsmouth Public Schools
 - c. Decision by lot

D. Reduction in Force

When, through attrition or transfer, the division cannot satisfy the necessity for the Reduction in Force, the employee's position will be eliminated by category beginning at the bottom of the seniority list.

E. Transfers

1. Based on the aforementioned seniority list, personnel will be transferred within the school division in so far as possible to retain employees. Should an employee refuse an assignment offered by transfer, the employee will lose their position due to reduction in force, thereby becoming ineligible for inclusion on the school division's recall list.
2. Employees transferred to a lower position will have a salary adjustment in accordance with the grade and step of the lower position.

F. Recall

1. Personnel whose service has been interrupted because of a reduction in force shall for a period of one (1) year receive priority consideration for re-employment. Recalls shall be made with the most senior personnel being recalled first.
2. Licensed employees shall be offered positions in vacancies for which they are endorsed. Employees must accept assignment or lose all recall rights.
3. Support employees shall be offered re-employment as vacancies occur in the position that they held. Employees with the most seniority within the classification area shall be recalled first.
4. Employees transferred to a lower position due to the reduction in force process will be placed on an internal recall list and offered former position as vacancies occur. This list will be maintained for one year.
5. An employee to be recalled will be contacted by telephone, e-mail or notified by certified mail at the last known address. It is the responsibility of the employee to inform the Human Resources Department of their home e-mail, address and telephone number changes. Once contact has been made the employee must accept the job offered within two (2) business days of receipt of the offer or lose all recall rights.
6. Licensed employees must maintain a current license in order to be eligible for recall.

7. Upon re-call, employees will be placed on appropriate pay grade and step. However, time lapses between release and re-employment will not count toward length of service.
8. An employee forfeits all recall rights upon resignation or failure to maintain any licensure requirements for their position.

G. Notice

Every effort will be made to give school board employees at least sixty (60) calendar days' notice prior to implementation of a reduction in force procedure. Factors beyond the control of the school division may, in some instances, cause this time to be shorter.

Approved: June 11, 1998
Revised: February 26, 2009
Revised: July 2, 2009