

SERVICE: Certificated Supervisory, Management,
And Others
ISSUED BY: Pers. Research (7-27-04)
REPLACES: New
REFERENCE: Administrative Regulation (AR 4320)

RELEASE AND SUBSEQUENT
REASSIGNMENT...RIF

This guide applies to certificated management and other employees, including supervisory employees represented by AALA, and contains provisions that are not subject to collective bargaining.

RELEASE AND SUBSEQUENT REASSIGNMENT OF PERSONNEL WHEN POSITIONS ARE DISCONTINUED BECAUSE OF A REDUCTION-IN-FORCE (AR 4320)

1. Application.

The provisions of Administrative Regulation (AR 4320) shall apply whenever a reduction-in-force occurs resulting in the elimination of position(s) in a certificated management or confidential class or in a physician or dentist position.

2. Reduction-In-Force, Defined.

A reduction-in-force is defined as a reduction in the number of incumbents in a class that becomes necessary because the number of incumbents at the beginning of the next school year would exceed the estimated number of positions in that class for that school year.

3. Order of Release.

- a. In case of a reduction-in-force among management staff, confidential or physicians/dentists, employees shall be released from a class in the following order of status in the class:
 - (1) Substitute Acting Employees, then
 - (2) Limited Acting Employees, then
 - (3) Substitute Eligible Employees, then
 - (4) Qualifying I Employees, then
 - (5) Qualifying II Employees, then
 - (6) Continuing Employees
- b. Within each of the above class status groups, an employee with a later date of election shall be reduced before those with earlier dates of continuous assignment to a management class. If a tie still exists, the employee who has the earlier District seniority date shall be retained. Remaining ties shall be broken by using the District seniority number.
- c. An employee who serves in Assignment Temporary status is assigned to a position which ends on June 30 of each school year; accordingly, the employee is on leave from the former regular class in which continuing status was held.
- d. An employee on a position leave from another class shall be subject to release from such class pursuant to provisions of Administrative Regulation 4320 or Article IX, Section 4 of the District-AALA Agreement, if serving in a certificated supervisory position.

4. Reassignment.

- a. An employee who is released from a class will be reassigned to a vacant position in the highest existing class in which the employee formerly held status other than substitute acting or limited acting; or in which the employee can displace the most recently assigned incumbent based on an earlier seniority date in such class; or with the approval of the Superintendent and after consultation with the employee, to any class for which the current credential requirement is met:
 - (1) in the same unit in which there is a vacant position paid on the same or lower salary schedule, or
 - (2) in another unit in which there is a vacant position paid on the same or lower salary schedule, or
 - (3) in any unit if the employee can displace the most recently assigned incumbent of a position paid on a salary schedule which is lower than that of the employee's eliminated position and is in a class over which the employee has exercised supervision, such displacement to be on the same or higher salary schedule number than that of the incumbent with a later seniority date.
- b. For purposes of Administrative Regulation 4320, a unit is defined as the Office of the Superintendent or other major office, an administrative region, branch, or division, the head of which reports to an Associate Superintendent, the Deputy Superintendent, or the Superintendent.
- c. If there is not sufficient time to determine assignments before the beginning of the released employee's new assignment basis, or if the employee refuses to accept an assignment offered under Administrative Regulation 4320, the employee shall be assigned in his/her tenure classification until additional transactions can be processed.

5. Exception.

The Superintendent may make exceptions to the provisions of Administrative Regulation 4320 when certain assignments are deemed to be in the best interest of the District.

6. Reassignment List.

Employees in eligible substitute, limited, qualifying, or continuing status who are released from a class shall be placed on a reassignment list for the class in reverse order of release. Such list shall be used for assignments to the class before the use of any other list, and any name may remain on the list for not more than 39 months from the date the employee was released from a position in the class. The time between a layoff and return within the return-limit of 39 months will not constitute a break in service.