

SUPPORT STAFF TIME SCHEDULES (LAY OFF AND RECALL)

In the event the board of education determines that a staff reduction is necessary, the following procedure will be observed in the order listed:

- a) In the event of reduction of staff, an effort will be made to effect the reduction through normal attrition.
- b) In the event further reduction is necessary, those employees who have been with the system for fewer than two (2) complete years will be laid off first.

Employees laid off shall be in the same classification as the employee whose position is being eliminated. The different classifications shall be defined as:

- Full-time personnel,
- Custodial personnel,
- Class II, Para-Educators,
- Class II, Office Secretaries,
- Food Service Personnel; and,
- Transportation Personnel

- c) In the event further reduction is necessary, those employees with the most continuous time with the district (a number equal to 50% of all remaining employees) will have priority over the rest of the employees.

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- Custodial personnel,
- Class II, Para-Educators,
- Class II, Office Secretaries,
- Food Service Personnel; and,
- Transportation Personnel

- d) If further reductions are necessary, the board of education or its designee will determine which employees are to be released using the following criteria: (not necessarily in this order of importance)

- 1) district needs,
- 2) professional skills,
- 3) professional preparation,
- 4) length of service, and
- 5) experience in a similar position.

- e) In the event of a reduction, the former employee's name will be placed on a tentative candidate list for a period of up to one (1) year. Entry on this list will insure consideration for any position for which the former employee is qualified.