

REGULATIONS FOR REDUCTION IN PROFESSIONAL STAFF WORK FORCE

If a reduction of staff is necessary, such reductions shall occur under the guidelines outlined below:

DEFINITIONS

PROFESSIONAL EMPLOYEE - Those persons who hold certificates as teachers, administrators, supervisors, and other related instructional positions as defined by the State Board of Education under its rules and regulations.

REDUCTION IN FORCE DETERMINATIONS - WILL BE BASED ON, IN ORDER OF PRIORITY:

- A less than satisfactory summative rating on an employee's most recent annual evaluation; or, when an annual evaluation has yet to be completed due to length of service, a less than satisfactory rating for one or more indicators on at least two formal observations conducted no less than 30 days apart on or prior to February 15.
- Total length of continuous service as an employee with King George County Public Schools. Seniority shall be division-wide and shall date from the effective date of employment. While time off for approved leaves of absences shall not count for seniority purposes, such leaves shall not be considered as an interruption of continuous service;
- Total length of accumulated service as an employee with King George County Public Schools;
- Total years of service as an employee in the Commonwealth of Virginia; and,
- Total years of service as an educator in the nation.

CONTRACT STATUS - Type of contract held, i.e., probationary or continuing.

ENDORSEMENTS - Specific areas listed on a teaching certificate that authorize a person to teach specific subjects or grade levels in Virginia public schools.

SALARY CLASSIFICATION - Classifications approved by the School Board from which an employee's salary is derived.

PROCEDURES FOR REDUCTION

Under the direction of the King George County School Board, the Superintendent shall determine areas, which must be reduced. In accordance with state statutory notice requirements, the Superintendent shall inform those employees who may be affected of the recommended reduction and of the reasons for such reduction.

An employee, who is reduced, will be assigned to a vacancy within his or her areas of endorsement. The reduced employee must have successfully completed six (6) quarter hours or six (6) continuing education units or a combination thereof of approved courses in the endorsement area he or she is assigned to within the past five (5) years, or the employee must have taught for one (1) year within the last five (5) years in the endorsement area to which he or she is assigned. If a reduced employee is identified as needing to complete six-quarter hours or six (6) continuing education units or a combination thereof, these courses must be completed prior to assuming the new position.

An employee, who is reduced and not assigned to a vacancy, will be assigned to a position held by the employee with the least seniority within his or her endorsement areas.

The displacing employee shall be in the same or higher adopted salary classification as the employee to be displaced.

- Salary classifications shall be ranked by the amount of salary for minimum years of experience in the classifications in question, beginning with the lowest salary.
- All employees in an individual teacher salary classification, whether ten (10), eleven (11), or twelve (12) month employees shall be considered to be in a single classification, with years of experience as the only variable.

When an employee is reduced into a lower salary classification, he or she will be credited with all of his or her previous King George County Public School experience in assigned classification, including previous King George County Public School experience in a higher salary classification.

Employees who are reduced and cannot qualify for an existing vacancy based on seniority and certification will be placed on the list of eligible substitutes and subject to call at the discretion of the particular principal or his or her designee. Hospitalization and life insurance participation will be made available to a reduced employee during the recall period providing he/she pays the full cost of such insurance. When any position becomes available for which a reduced employee qualifies, he/she will be offered the assignment.

When there is no remaining assignment available for a reduced employee, he/she may be released from employment in accordance with state statutory requirements. Such personnel will be the first recalled under the following section of this procedure and shall have the same rights upon reemployment as if they had been granted an unpaid leave.

RECALL

Employees released under the above provision shall be listed in order of seniority within contract status and endorsement areas and shall be the first to be rehired during the recall period as openings occur within their endorsement areas. Employees with the most seniority within contract status shall be the first to be recalled.

A recall period shall exist for fifteen (15) months after the effective date of an employee's release under the procedures contained herein. The King George County School Board shall not fill any professional opening until all properly endorsed personnel released under these procedures have been provided with the opportunity to fill the available position through a notice of recall.

Failure to respond to the notice of recall within fifteen (15) calendar days of receipt of notice of recall shall constitute rejection of the offer to return to the employment of the King George County school division. The fifteen (15) calendar day period shall begin on the date the receipt of service is signed by the employee or someone acting in the employee's behalf. It shall be the responsibility of the employees subject to recall to inform the personnel office of any change of address and to otherwise provide the necessary means to be informed by certified mail that they have been recalled. Failure of the employee to provide for receipt of the recall notice shall constitute removal of the employee from the recall list and the employee shall forfeit all recall rights.

An employee forfeits all recall rights upon resignation or failure to maintain certification requirements.

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