

BOARD POLICIES	REDUCTION IN WORK FORCE (BP-7026) METRO TECHNOLOGY CENTERS	The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.
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1.0 POLICY:

The needs of the students of the District shall be given first consideration in the event that it becomes necessary to reduce the number of employees due to reduction or elimination of programs for any reason. Factors that will be considered are: employee training, experience, special qualifications and interest, and affirmative action guidelines.

When all factors are equal, reductions in staff will be made in the following sequence: first, volunteers; second, temporary employees, with the last hired in the District first to be released; third, probationary employees, with the last hired in the District first to be released; and fourth, full-time employees, with the last hired in the District first to be released.

The primary basis used in determining the retention or reassignment of affected teachers and administrators when a reduction-in-force plan is implemented shall be the ratings of the teachers and administrators as measured pursuant to the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE).

Retraining for Affected Employees: Any former employee who has been terminated only because of a reduction in force shall have the opportunity, on a space available basis, to receive training provided by the District at no cost for tuition. This opportunity shall only exist during the time that the former employee is on a recall list. This opportunity shall be withdrawn if the employee is recalled and refuses or fails to take advantage of the recall.

The Human Resources Department shall inform each employee, who exits because of a reduction in force action, about this policy. No other notice is required unless the former employee requests the information.

An employee who accepts a position of lower grade because of reorganization or abolishment of the employee's position will retain his or her current rate of pay. However, if the employee's current rate of pay exceeds the maximum rate of the new position, the employee's rate will be reduced to the maximum rate of the new position after one (1) year in the new position.

2.0 CROSS REFERENCE: N/A

3.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
08-Oct-84	A	Adopted
08-May-95	B	Revised
11-Sep-95	C	Revised
22-Sep-03	D	Reformatted
15-Dec-03	E	Legal references reviewed and revised as necessary
04-Jun-13	F	Revised to include statutory language of 70 O.S. § 6-101.31 (OSCN 2013); revised date format under Revision History; removed Legal Reference and PCF Framework; revised header and footer formats

***** End of Policy *****