

ADMINISTRATIVE LAYOFF/RECALL - ADMINISTRATIVE PERSONNEL

General

This procedure is applicable to all licensed administrators below the rank of assistant superintendent.

The Board retains the right to determine when a layoff is necessary. Layoffs shall be by position. A reduction in hours does not constitute a layoff.

The superintendent or designee shall make recommendations to the Board regarding transfers, both voluntary and involuntary, and the position(s) which will be eliminated. Performance will be the primary factor considered in the layoff process. The superintendent or designees may consider license, qualifications, merit, competence, special training, additional educational attainments, highly qualified status as required by the No Child left Behind Act of 2001, and other factors deemed relevant when making the recommendations. Length of service may be considered.

The Board will retain, consistent with state law, the most capable and productive of the licensed and qualified employees needed to carry out the approved programs of the district's schools.

When a layoff of licensed administrators is deemed necessary, the superintendent or designee will use the procedures described in Section II of this procedure. The superintendent or designee will make every reasonable effort to transfer a licensed and qualified administrator who will be laid off to a position for which the administrator is licensed and qualified, in accordance with the procedures described in Section II. The superintendent or designee may combine remaining positions, if it meets district curriculum needs, so that administrators continue to be licensed and qualified to perform available jobs.

Section I - Definitions

A. "Competence" means the ability to perform the essential functions of a job or assignment based on recent experience or educational attainments, or both, but not based solely on type of license and endorsements of an employee. The superintendent or designee may interpret "recent experience" as having performed the essential functions of the job or assignment within the last four school years. The superintendent or designee, as a guideline, may consider whether a person has held a position "directly above" or a position "directly below" the eliminated position. "Directly above" means a supervisory position. "Directly below" means a direct or indirect reporting relationship to the superintendent.

- B. "Merit" means the measurement of one administrator's ability and effectiveness against the ability and effectiveness of another administrator.
- C. "Seniority" is calculated from the first day of actual continuous service as an administrator in the district inclusive of approved leaves of absence.
- D. "License" means a document or documents issued by Teacher Standards and Practices Commission permitting an individual to perform certain duties within a public school district.
- E. "Qualifications" means training, experience, skill and other attributes in addition to the individual's license.

Section II - Layoff Procedures

- A. Administrative positions will be grouped by positions or assignments which the superintendent or designee determines are sufficiently comparable to use in the layoff process, e.g., K-5, 6-8, 9-12.
- B. The superintendent or designee may use the following groups as a guideline:
 - 1. School Administrators
 - Group 1: High School/Middle School/Elementary Principals
 - Group 2: Assistant Principals
 - 2. Central Office Administrators
 - Group 3: Directors (e.g., purchasing, finance, maintenance, special education, etc.)
 - Group 4: Coordinators (e.g., special education, curriculum, etc.)
 - Group 5: Others
- C. If a new administrative position is created, it will be placed in one of the existing job groupings or in a new job grouping, as determined by the superintendent or designee.
- D. Upon recommendation by the superintendent or designee, the Board may eliminate one or more administrative positions within a job group or groups.

E. The superintendent or designee by recommend layoffs within job groups based on license, qualifications, merit, competence, special training, additional educational attainments, length of service, highly qualified status as required by the No Child Left Behind Act of 2001, and other relevant factors required.

F. After identification of the administrator(s) to be laid off from a particular job group, the superintendent or designee will reassign the remaining administrators in that group to the remaining positions as necessary.

G. The superintendent or designee will determine whether the administrators identified for layoff will be transferred to a vacant administrative position under the procedures of Section III below or given the choice of a classroom teaching assignment.

Section III - Reassignments and Transfers

A. The superintendent or designee will review an administrator's personnel file, and from consultation with the administrator's supervisors, shall determine if an administrator who will be laid off under Section II can be transferred to a vacant administrative position. Each transfer may be based on license, qualifications, merit, competence, special training, additional educational attainments, highly qualified status as required by the No Child Left Behind Act of 2001, length of service, experience in or preparation for the new assignment and previous administrative positions held as determined by the superintendent or designee.

B. An administrator may voluntarily accept a classroom teaching assignment in lieu of a layoff.

1. If the administrator previously taught in the district, the administrator may be assigned to a position held by a probationary teacher or a teacher with less seniority, if the administrator is "highly qualified" in the content area of assignment.

2. If the administrator never taught in the district, the administrator may be assigned to a position held by a probationary teacher with less seniority, if the administrator is "highly qualified" in the content area of assignment.

C. An administrator who voluntarily accepts a classroom teacher assignment will be covered by the retention procedure for staff.

Section V - Recall

A. An administrator who is laid off under this procedure shall be placed in a recall pool. An administrator who resigns rather than accept layoff or reassignment under this procedure forfeits rights to be placed in the pool.

B. An administrator will be maintained in the recall pool for a period of not more than twenty-seven (27) calendar months from the effective date of layoff.

C. A laid off administrator who rejects recall to a position offered by the district for which the administrator is licensed and qualified to perform (unless excused by physical disability), and which is similar to the workday or work year of the person's previous position, thereby waives any further recall rights, and the administrator's employment terminates effective the date of rejection of the job offer.

D. In order to be considered for recall, the employee must be licensed and qualified to perform the essential functions of the job.

E. Administrators will be recalled based on license, qualifications, merit, competence, special training, additional educational attainments, length of service and other relevant factors.

The School Board reserves the right to place employees on an unpaid furlough status during the term of their contract for any period that the School Board, in its sole discretion deems necessary, to the fullest extent permitted by law with the intent to not exceed ten (10) contracted days per year. In the event that a furlough is implemented, the pay that the employee is otherwise entitled to receive under this contract shall be reduced for each furlough day on a daily rate basis to be determined by dividing the salary stipulated in this contract by the number of days officially covered under the provisions of this contract..

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