

Series 3000 Personnel

Section 3200 Professional Personnel

Policy 3209 Reduction In Force Lateral Policy

3209.1 Lateral Displacement

3209.1.1 Assistant Superintendent

Assistant superintendent shall be deemed lateral to and be entitled to displace the least senior employee in the following areas and in the following order:

- a. Least senior administrative assistant position, if certified,
- b. Least senior principal position at any level, if certified,
- c. Least senior assistant principal position at any level, if certified,
- d. Least senior supervisor at any level, if certified and qualified,
- e. Least senior director at any level, if certified and qualified,
- f. Least senior coordinator at any level, if certified and qualified,
- g. Least senior teacher at any level, in area of certification.

3209.1.2 Administrative Assistants

Administrative assistants shall be deemed lateral to and be entitled to displace the least senior employee in the following areas, where no specific certification or licensure is required, and in the following order:

- a. Least senior principal at any level, if certified,
- b. Least senior assistant principal at any level, if certified,
- c. Least senior supervisor at any level, if certified and qualified,

- d. Least senior director at any level, if certified and qualified,
- e. Least senior coordinator at any level, if certified and qualified,
- f. Least senior teacher at any level, in area of certification.

3209.1.3 Principals

Principal shall be deemed lateral to and be entitled to displace the least senior employee in the following areas and in the following order:

- a. Least senior principal position at any level, if certified,
- b. Least senior assistant principal position at any level, if certified,
- c. Least senior teacher at any level, in area of certification.

3209.1.4 Assistant Principals

Assistant principals shall be deemed lateral to and be entitled to displace the least senior employees in the following areas and in the following order:

- a. Least senior assistant principal at any level, if certified,
- b. Least senior teacher at any level, in area of certification.

3209.1.5 Supervisors

Supervisors shall be deemed lateral to and be entitled to displace the least senior employee in the following areas, in the following order:

- a. Least senior director at any level, if certified and qualified,
- b. Least senior coordinator at any level, if certified and qualified,
- c. Least senior teacher at any level, in area of certification.

3209.1.6 Directors

Directors at any levels shall be deemed lateral to and be entitled to displace the least senior employee in the following areas, where no specific certification or licensure is required, and in the following order:

- a. Least senior coordinator at any level, if certified and qualified,
- b. Least senior teacher at any level, in area of certification.

3209.1.7 Coordinators

Coordinators at any levels shall be deemed lateral to and be entitled to displace the least senior employee in the following areas, where no specific certification or licensure is required, and in the following order:

- a. Least senior teacher at any level, in area of certification.

3209.1.8 Other Professional Personnel

Other professional personnel, other than administrators, classroom teachers, principals, and assistant principals, shall be deemed to be lateral to any other position of like rank, in terms of title, nature of responsibilities, certification requirements and salary level.

3209.1.9 Employment in a position where previously employed

Means the employment of a professional employee in the same classification of employment as a previous portion of employment and shall not be construed to mean employment in an exact position of previous employment.

3209.2 **Reduction In Force Steps**

The following steps shall be observed in staffing schools, adjusting other professional personnel assignments and, if necessary, accomplishing a reduction in force:

- 3209.2.1 On or about December 15 each school year the Personnel Department, in conjunction with the Division of Administration and Instruction and the Office of Exceptional Students shall determine the staffing levels of each school in accordance with Harrison County Schools policies.
- 3209.2.2 On or about January 15 of each school year the superintendent shall determine any recommended reductions or additions of other professional personnel positions.
- 3209.2.3 On or about February 15 of each school year all persons who are recommended for transfer shall be identified.

- 3209.2.4 In planning a reduction in force, consideration shall be given to the elimination of positions in the following order: central office administrators, assistant principals, and principals. However, if the best interests of the district require that any such positions be maintained, it shall not be necessary to eliminate any or all of such positions as a requisite to the eliminations of other professional positions.
- 3209.2.5 In the event a sufficient number of vacancies are not available to accommodate those persons to be recommended for transfer, the Personnel Department shall ascertain the seniority and areas of certification held by each employee to be recommended for transfer.
- 3209.2.6 The Personnel Department shall then ascertain the least senior professional employees according to areas of certification needed to accommodate more senior employees who are to be recommended for transfer.
- 3209.2.7 Prior to April 1 of each year all employees who are required to be reduced shall receive timely notice provided with an opportunity to be heard by the board.
- 3209.2.8 On or before the first Monday in April of each year all employees to be recommended for transfer, starting with the most senior employee, shall be notified of the reduction in force vacancy to which a transfer is recommended. Reduction in force vacancies shall be identified by matching the most senior employee with the position vacated by the least senior employee in the relevant area of certification. However, with respect to reduction in force vacancies created in principal positions, the superintendent, after consultation with the affected principals, shall identify the reduction in force vacancy to which each affected principal is recommended for transfer.

3209.3 **Effect Of Policy**

Nothing within this policy shall be construed to confer any rights upon school employees beyond those rights conferred by statute.

Approved by Harrison County Board of Education

Effective Date: November 4, 2002

Page 4 of 4