

**Series 3000 Personnel**

**Section 3300 Service Personnel**

**Policy 3307 Reduction in Force of Service Personnel**

3307.1 CRITERIA

Whenever it is necessary to decrease the number of service employees, the Harrison County Board of Education shall make the decision on the basis of seniority.

3307.2 CALCULATION OF SENIORITY

The seniority of any such service personnel shall be determined on the basis of the length of time the employee has been employed by the county board of education within a preferred recall list as hereinafter provided. When an employee has been employed in one or more classifications, the seniority accrued in each previous classification shall be retained by the employee. Nothing in this policy shall be read to grant any additional rights above those provided by statute.

3307.3 REDUCTION IN FORCE

Should Harrison County Schools be required to reduce the number of employees within a particular job classification, the employee with the least amount of seniority within that classification or grades of classification, but whose seniority is sufficient to permit a transfer to a vacancy in a different grade of the classification, or a vacancy in a different classification where he/she had previously been employed will be listed on or before the first Monday in April for involuntary transfer in accordance with WV Code 18A-2-7. If one or more employees accumulate identical seniority, priority will be determined by a random drawing.

3307.4 PROBATIONARY EMPLOYEES

Any probationary service employee whose seniority is insufficient to allow their retention during a reduction in force will be notified on or before the first Monday in May in accordance with WV Code 18A-2-8a that they will not be rehired.

Employees so notified will be placed on a preferred recall list.

### 3307.5 CONTINUING CONTRACT EMPLOYEES

All service employees with a continuing contract whose seniority with the county board is insufficient to allow their retention during a reduction in force will be notified before the first day of April in accordance with WV Code 18A-2-6 that they will not be rehired. Employees so notified will be placed on a preferred recall list.

### 3307.6 PREFERRED RECALL LIST

- 3307.6.1 Employees placed upon the preferred list shall be recalled on the basis of seniority to any position openings by the county board within the classification(s), where they had previously been employed, or to any lateral position for which the employee is qualified or to a lateral area for which an employee has certification and/or licensure. Employees on the preferred recall list shall not forfeit their right to recall by the county board if compelling reasons require an employee to refuse an offer of re-employment by the county board.
- 3307.6.2 The county board will notify all employees on the preferred recall list of all position openings that from time to time exist. Such notice shall be sent by certified mail to the last known address of the employee; it shall be the duty of each such employee to notify the county board of any change in the address of such employee.
- 3307.6.3 No position openings may be filled by the county board, whether temporary or permanent, until all employees on the preferred recall list and involuntary transfer list have been notified in accordance with the county's posting policy of existing vacancies and have been given an opportunity to accept re-employment.
- 3307.6.4 An employee who has reasons for not accepting an offer of re-employment shall give written notice to the county board of education within five (5) days of receipt of the offer, stating his refusal and the reasons for his/her refusal. In the event the board of education does not find the reasons acceptable, an immediate hearing shall be scheduled by the board of education for the employee.

3307.6.5 An employee on the preferred recall list who desires to apply for a listed vacancy shall give a written notice to the Superintendent of Schools, within five (5) days of receipt of the list of openings, specifying the position in which he/she is interested.

3307.6.6 Any employee on leave of absence, who is not listed on a preferred list, shall be recalled on the basis of seniority and will be notified of any position openings. Said employee shall also give a written notice to the Superintendent of Schools, within five (5) days of receipt of the list of openings, specifying the position in which he/she is interested.

Approved by Harrison County Board of Education

Effective Date: November 4, 2003