

## **REDUCTION IN SUPPLEMENTAL STAFF WORK FORCE**

In the event the board determines that a supplemental staff reduction is necessary, the following procedures will apply:

1. an effort will be made to effect the reduction through normal attrition;
2. similar positions held by persons with less than full qualifications will be open if the position is needed and will be available for a qualified staff member who has been notified that his/her position has been eliminated; and
3. if a position of a supplemental staff person is terminated due to staff reduction, the board will determine which staff person is to be released using the following criteria, as applicable. This criteria is not necessarily in order of importance.
  - a. student needs
  - b. financial condition of district
  - c. evaluation records
  - d. qualifications
  - e. certification/licensing
  - f. longevity
  - g. educational background
  - h. federal mandates

In the event that all the above criteria appear equal, supplemental staff reduction will be based on seniority in the district.

The board will provide the supplemental staff person who has been notified that his/her position has been eliminated with a list of those positions described in Steps 1 and 2 above. The list should accompany the letter of intent.

ADOPTED: April 27, 1982  
REVISED: March 14, 1994  
REVISED: July 28, 2003  
REVIEWED: August 24, 2015