

REDUCTION IN FORCE GUIDELINES 2009-2010 SCHOOL YEAR

A governing board may reduce salaries or eliminate certificated teachers in a school district in order to effectuate economies in the operation of the district or to improve the efficient conduct and administration of the schools of the school district, but no reduction in the salary of a certificated teacher who has been employed by the school district for more than the major portion of three consecutive school years shall be made except in accordance with a general salary reduction in the school district by which the teacher is employed, and in such case the reduction shall be applied equitably among all such teachers. ARS 15-544 (A)

A certificated teacher dismissed for reasons of economy or to improve the efficient conduct and administration of the schools of the school district shall have a preferred right of reappointments in the order of original employment by the governing board in the event of an increase in the number of certificated teachers or the reestablishment of services within a period of three years. ARS 15-544 (C)

Due to positions that are deemed hard-to fill, the Kyrene School District will exempt teachers in these identified hard-to fill areas from the reduction in force. Exemptions will be applied separately to teachers within those specialty categories i.e., Speech Language, Special Education, 7th/8th grade Math and Science. Reemployed teachers with prior Kyrene teaching experience, teachers contracted during the 2007-2008 school year, certified and support staff with no break in contracted service will also be considered as exempt from the Reduction in Force.

The Reduction in Force of certificated staff members will follow guidelines below:

- Normal attrition due to teacher terminations will be relied upon as the first means of reducing staff
- If attrition does not accomplish the required reduction in the staff, the Superintendent shall submit to the Board recommendations for the termination of specific staff members.
- Criteria for continuation in specialty areas that are reduced will be by certification and then seniority, by subject matter, by site.
- Notification of teachers whose current teaching assignments are eliminated for the subsequent year shall be notified in writing of the Reduction in Force (RIF) no later than April 15th
- Teachers whose positions have been eliminated will be notified in writing of the Governing Boards intention to not offer a teaching contract for the 2009-2010 school year.

Recall Procedures:

- Teachers who are involved in the RIF will be placed on a recall list.
Recall of teachers will be determined by:
 - Governing Board approved date of hire. Should the Governing Board date of hire be the same for many teachers, the hiring PAR date will then be used to determine recall priority
 - Area(s) of certification required for the open position
 - Area(s) of highly qualified for the open position
- Means of contact
 - Recalled teachers will be contacted by phone by Human Resource Services
 - If the teacher cannot be reached by phone, a certified letter will be issued. The teacher must contact Human Resource Services within four (4) days of the delivery receipt of the certified letter. If no contact is made within four (4) days, Human Resource Services will move to the next certified/qualified person on the list.
- Means of acceptance/rejection of offered position
 - Recalled teachers will notify Human Resource Services in writing, including email, of their intent to accept or reject the offered position by close of business the day following the offer of employment.
- The District shall make every attempt to place RIF teachers prior to the offer of any position to applicants outside of the Kyrene District. If no qualified/certified RIF teacher is available, positions may be offered to external candidates.

Right of Refusal

- Should a teacher refuse to accept a position offered, the teacher shall remain in their original position on the recall list and be contacted for the next open position for which they are certified and highly qualified.
- Should a teacher determine they do not wish to be called for a position for the 2009-2010 school year because of other employment, they will notify Human Resource Services in writing.
- Should a teacher wish to permanently resign and be removed from the recall list, the teacher will notify Human Resource Services in writing.

Teachers are encouraged to maintain contact with Vickie Middleton or Mary Jane Rincon at (480) 783-4114 in Human Resource Services with questions or inquiries related to the Reduction in Force.