

**ARTICLE XIII**  
**Reduction in Force**

TA 4/10/24  
mjm  
[Signature]

Reduction in Force:

- A. In the event the Board determines that the professional employees must be reduced due to decrease of work, lack of operating funds, or other economic ~~the~~ efficiency reasons, the Board will give written notice to the professional employees affected. The Board and the Association will meet before notification of employees. The District will provide written notification to the Association no later than thirty (30) calendar days before the action is to become effective. The notification shall include the following information:
- The reason(s) for the reduction in force
  - The projected number of positions affected
- B. If reduction in force becomes necessary, written notification of the reduction shall be given to the affected employee no later than fifteen (15) calendar days before the action is to become effective.
- C. Upon receipt of notification of reduction in force, employee(s) may update their address and telephone number in the SJCS D computer system prior to the last date of employment to ensure that the Human Resources Department has accurate records for further communication. Should changes in contact information occur after the last date of employment, the information may be sent directly to the Human Resources Department.
- D. The order of reduction shall normally be determined by qualifications and certification with the following considerations:
- First, normal attrition
  - Second, certification
  - Third, current final evaluation. Current final evaluation, for the purpose of Reduction in Force, is defined as the most recent complete evaluation inclusive of both performance indicators assessed by the supervising administrator and student performance data used for the purpose of the teacher evaluation.
  - Fourth, if evaluations are equal, absenteeism (as per Article XI) and other work-related factors.
- E. If professional employees are to be recalled, the Board shall determine the number of positions recalled.
- F. Professional employees who are laid off shall be offered recall in reverse order of layoff to vacant positions which they are certified (and qualified, if for specialized adult and post-secondary courses/programs) to fill, except where otherwise necessary to assure a racially balanced staff in each school.
- G. Professional employees will be recalled as outlined above for twenty-two (22) months from date of Reduction in Force as follows:

Notice of recall shall be addressed to the professional employee's last address appearing on the personnel records of the District Office, by certified mail, return receipt requested. A copy of the

notice of recall shall be sent to the Association simultaneously. Within five (5) workdays from date of receipt of such notice of recall, the professional employee shall notify Superintendent or designee, in writing, whether or not they desire to return to the position for which recalled. Failure to reply, or if there is no desire to return to such position, the professional employee shall forfeit rights to recall. Otherwise, the professional employee shall report for such duty within ten (10) working days from the date of attempted delivery of the recall notice. Except that an employee who is employed in another school district at the time of recall shall be allowed to complete their contractual obligation and remain on the Reduction in Force list. In the event the professional employee shall fail to report for duty within the time specified above, all rights to recall shall be forfeited.