

Policy

Board of Education Randolph

NO. 420.2 PERSONNEL

REDUCTION IN PROFESSIONAL STAFF WORK FORCE

The Board of Education may reduce the number of teaching staff members employed in the district whenever, in the judgement of the Board, it is advisable to abolish any such positions for reasons of economy or because of reduction in the number of pupils or of change in the administrative or supervisory organization of the district or for other good cause. The following guidelines are specified to assist in restructuring staff patterns and in determining those who would be affected by a reduction in staff.

A. Procedure for abolishing a position:

A position may be abolished by the Board by -

1. reducing the number of employees in a particular category or categories,
2. combining two or more jobs into a single position or dividing the duties of an existing position among two or more persons,
3. eliminating a portion of a job and combining the remainder in one or more existing positions,
4. restructuring of delivery of educational services.

Any proposed change in number of positions, or duties assigned to a position, shall be presented to the Board, in writing, for consideration and action.

B. Procedure for Reducing Staff:

When the Board has approved the abolishment of a position, it shall -

1. Establish a seniority list of all tenured employees in the affected category, or categories, in accordance with the procedures specified in the N.J. Administrative Code, and notify each such person as to his seniority status.
2. Indicate on that list the employee's name, years of seniority in the district, the certificate held and the date issued.
3. Maintain an eligibility list of those tenured employees dismissed due to a reduction in staff, and use it to offer reemployment when a vacancy occurs for a position in which the former employee is qualified.
4. In the event that two or more tenured employees having identical seniority are immediately liable for dismissal or reduction in grade, the superintendent will review the material relevant to their performance on the job and possible contribution to the educational program, and make recommendations accordingly to the Board.
5. In the event that two or more non-tenured employees are immediately liable for dismissal or reduction in grade, the superintendent will review the material relevant to their performance on the job and possible contribution to the educational program, and make recommendations accordingly to the Board.

DATE ADOPTED: December 11, 1979 DATE REVISED: