

**Reduction in Force (RIF) of Auxiliary Personnel**

Neither State law nor local Board policy provides auxiliary school board employees with a right for continued employment. Auxiliary employees work at the pleasure of the Board from year to year. Therefore, if it becomes necessary to reduce the number of auxiliary workers, it shall be handled by attrition to the extent possible. When the required number of positions cannot be handled by attrition, the following policy shall be in force to determine employees to be laid off:

1. For the purposes of this policy, auxiliary personnel shall consist of the following:
  - Secretaries
  - Media Clerks
  - Ten-Month Part-Time Employees Other than Aides
  - Custodians
  - **Facilities, Maintenance & Operations** Personnel
  - Transportation Personnel
  - School Nutrition Personnel
  - Warehouse Personnel
  - Paraprofessionals (full and part-time)/Clerical Aides
  - Clerical Office Assistants
  - Technology **Support** Specialists
  - School Nurses
  - Campus Security Personnel
  - Other Auxiliary Personnel
  
2. As to the retention of **auxiliary personnel**, the administration shall base its recommendation to the Board **by department or category** on the basis of seniority which is defined as uninterrupted service from the first date of employment for the respective employee. In the event of a tie between two or more employees, the seniority will be determined as follows:
  - a. Date of Board of Education approval
  - b. Date of recommendation for employment

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When all dates are the same, selection for seniority will be drawn by lot. If the Board deems it necessary to implement said policy, the order of reduction shall be considered by unit or department as described.

In case of a RIF with respect to paraprofessionals or clerical aides (part-time and full-time), seniority shall be applied system wide and reduction in force will be applied to the categories in existence at that time.

Any staff member released under the provisions of this policy will be so notified in writing along with a statement of honorable dismissal as soon as the Board and/or administrator has determined that a RIF is necessary.

Re-employment rights will be granted within a space of two calendar years. Openings will be filled in reverse order of termination under this policy using the same criteria. An employee's eligibility for re-employment under this policy shall terminate if:

1. The employee fails to provide written acceptance of an offer of a position on the same level of employment in the school system within seven days of such offer being made. Current, correct mailing address is the responsibility of the employee.
2. The employee resigns prior to actual termination or demotion and/or after notification of a RIF.

**PROCEDURE: NO**

**ADOPTED: 12/14/82**

**REVISED: 8/10/99**

**Columbia County Board of Education**