

1 **Potomac Elementary**

2
3 **PERSONNEL**

5256

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5 Reduction in Force

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7 The Board has exclusive authority to determine the appropriate number of employees. A
8 reduction in certified employees may occur as a result of but not be limited to changes in the
9 education program, staff realignment, changes in the size or nature of the student population,
10 financial considerations, or other reasons deemed relevant by the Board.

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12 The Board will follow the procedure stated in the current collective bargaining agreement when
13 considering a reduction in force. The reduction in certified employees, other than administrators,
14 will generally be accomplished through normal attrition when possible. The Board may
15 terminate certified employees, if normal attrition does not meet the required reduction in force.

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17 The Board shall use a seniority list to determine the order of dismissal if it reduces classified
18 staff or discontinues some type of educational service. The seniority list, categorized by
19 positions, shall show the length of continuing service of each full-time classified staff member.
20 The employee with the shorter length of continuing service in their respective category of
21 position shall be dismissed first.

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25 Cross Reference: 5250 Non-Renewal of Employment/Dismissal From Employment

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27 Legal Reference: § 20-4-206, MCA Notification of nontenure teacher reelection –
28 acceptance – termination

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30 Policy History:

31 Adopted on: March 14, 2011

32 Reviewed on:

33 Revised on: