

PELHAM SCHOOL DISTRICT POLICY
GCQA – REDUCTION IN INSTRUCTIONAL STAFF WORK FORCE

Category: Recommended

When the School Board finds it necessary to reduce the number of certified full-time and/or part-time positions for reasons of declining enrollment, budget reductions, change in or consolidation of Board-authorized programs, or for any other reason determined necessary by the School Board, the following Reduction In Force (RIF) policy will be implemented.

Notice

As soon as the reduction in force is seriously contemplated, the Superintendent shall notify the Pelham Education Association (PEA) President.

For the purposes of this reduction, classifications are defined as follows:

Kindergarten through fifth grade; sixth through eighth grade; ninth through twelfth, and all other certified personnel in the bargaining unit.

Procedures for determining a RIF

1. The School Board will make every reasonable effort to minimize the effects in the RIF on the current staff by absorbing as many positions as possible through attrition (e.g. retirement or resignation).
2. Teachers whose continuing employment has been adversely affected shall receive layoff notices according to state law.
3. In identifying which teachers to release, the School Board shall, through the recommendations of the Superintendent and other administrative staff, consider the following factors seniority, academic preparation, job performance, and certification, Seniority is defined as the total number of years of continuous, uninterrupted service as a member of a bargaining unit. Seniority for teachers on leave shall continue to accrue while on leave unless the leave is without pay. In such circumstances, the seniority will be put on hold until the teacher's return.
4. Teachers shall be recalled in reverse order of layoff for any position(s) within their certification. Only continuing contract teachers are eligible for recall.
 - a. A teacher whose position has been identified to be eliminated shall have the right to be offered a contract for the following year for a position for which the teacher is certified provided that a position becomes vacant and available prior to the commencement of the next school year.
 - b. Laid-off teachers shall be eligible for recall for a two-year period following the first day of the subsequent contract year (after June 30).
 - c. Teachers shall be responsible for notifying the Superintendent in writing of their current address. Recall notices shall be mailed to that current address certified, return receipt requested.
 - d. Teachers shall have 20 business days to respond to any recall notice. Failure to accept a recall to a permanent position will terminate the teacher's rights to recall.

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- e. No new employees shall be hired for any vacancy while there are laid-off personnel available to fill those positions. Vacancy includes positions where a bargaining unit member is on any type of long-term leave.
 - f. Teachers recalled shall retain previous seniority and other accrued contract benefits such as accumulated leave.
5. Any transfer, assignments, or reassignments resulting from or involved with the RIF will be made at the sole discretion of the Superintendent after having received and considered recommendations from other administrative staff.
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District Policy History:

Adopted: April 5, 2006

Revised: September 15, 2021

Legal References:

RSA 189:14-a, Failure to be Renominated or Reelected

RSA 273-A:4, Grievance Procedures