

1.0 POLICY:

The needs of the students of the District shall be given first consideration in the event that it becomes necessary to reduce the number of employees due to reduction or elimination of programs for any reason. Factors that will be considered are: training, experience, special qualifications and interest, and affirmative action guidelines.

When all factors are equal, reductions in staff will be made in the following sequence: first, volunteers; second, temporary employees, with the last hired in the District first to be released; third, probationary employees, with the last hired in the District first to be released; and fourth, full-time employees, with the last hired in the District first to be released.

Retraining for Affected Employees: Any former employee who has been terminated only because of a reduction in force shall have the opportunity, on a space available basis, to receive training provided by the District at no cost for tuition. This opportunity shall only exist during the time that the former employee is on a recall list. This opportunity shall be withdrawn if the employee is recalled and refuses or fails to take advantage of the recall.

The Human Resources Department shall inform each employee, who exits because of a reduction in force action, about this policy. No other notice is required unless the former employee requests the information.

An employee who accepts a position of lower grade because of reorganization or abolishment of the employee's position will retain his or her current rate of pay. However, if the employee's current rate of pay exceeds the maximum rate of the new position, the employee's rate will be reduced to the maximum rate of the new position after one (1) year in the new position.

2.0 LEGAL REFERENCE: 70 O.S. § 6-117.A.14

3.0 CROSS REFERENCE: N/A

4.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
October 8, 1984	A	Adopted
May 8, 1995	B	Revised
September 11, 1995	C	Revised
September 22, 2003	D	Reformatted
December 15, 2003	E	Legal references reviewed and revised as necessary

5.0 PCF FRAMEWORK #: 6.3.3 Manage employee relations; 6.5 Redeploy and retire employees

***** End of Policy *****