

## Reduction in Force Procedure

### RIF Criteria

Beginning July 1, 2012 the following guidelines will replace and supersede all previous guidelines and past practices in relation to Reduction in Force. (IC 20-28-7.5-1)

#### Section I

##### Preliminary Determination

1. The Superintendent will determine whether or not a reduction in force is necessary, appropriate, or in the best interest of the school system. The Superintendent is authorized to limit or narrow the scope of any reduction in force to those employees who work in the school, facility, program, or department subject to the reduction in positions.
2. When the Superintendent determines that grounds exist for a reduction in force, the Superintendent will present a written recommendation to the Board of School Trustees. The recommendation will include the number or estimated number of licensed employees to be reduced.
3. The Board of School Trustees will review the Superintendent's recommendation and will determine whether to authorize a reduction of teaching positions.
4. If the Board of School Trustees authorizes a reduction in force, the Superintendent will make an initial determination of which individuals are to be dismissed or reduced to part-time employment. This initial determination will be based on the criteria set forth below in section (B).

#### Section II

##### RIF Criteria

***The following guidelines will apply only to the probationary and professional teachers in the content area to be reduced when the teaching content area to be reduced has both established teachers and probationary and/or professional teachers assigned to the content area.***

The cancellation of a teacher's contract due to a decrease in the number of teaching positions shall be determined on the basis of performance. In the teaching content area to be reduced a teacher certificated in the area who is rated less effective will be subject to non-continuance or cancellation before a teacher rated more effective will be subject to the same. The order of effectiveness from least to greatest is as follows: 1. Ineffective, 2. Improvement Necessary, 3. Effective, and 4. Highly Effective.

Teacher effectiveness will be considered and averaged over a time frame of the past three consecutive years. If three years of evaluative data is not available, all available data will be used.

Evaluation information and data used in determining whether or not a teacher's contract is canceled will be the information and data collected while a teacher at Carroll Consolidated School Corporation.

The primary consideration for any reduction in force will be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the school system. The following factors will be considered in determining which employees will be included in the reduction in force:

1. Evaluation of Results;
2. Other beneficial services provided to the school system;
3. Length of service in the school system; and
4. Recommendations and advice from the Superintendent, the Superintendent's Designee(s), and principals.

IC 20-28-7.5-1

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