



SECTION: EMPLOYEES

POLICY: 311

TITLE: REDUCTION IN STAFF

ORIGINAL: January 14, 2002

CURRENT REVISION: December 13, 2021

**LAST REVIEWED BY THE
ADMINISTRATION:**

ADMINISTRATIVE GUIDELINES

A. Professional Employees

a. Notice

- i. The School Board shall make every effort to notify an employee of its intention to suspend such employee by April 15, and in no event later than July 1, of the school year preceding the school year in which the suspension is to be effective. The employee shall be notified by Certified Mail sent to the employee at his or her last-known address. In addition to notifying the individual employee, the School Board shall also inform the President of the Wissahickon Education Association of the proposed suspension.

b. Seniority List

- i. The School Board shall maintain a Seniority List. The Seniority List shall set forth the order of seniority of each employee and shall specify those areas in which an employee is certified. The list shall be prepared by the District and made available to each employee by December 1 of each year.
- ii. An employee wishing to challenge his or her position on the Seniority List shall submit his or her challenge, in writing, setting forth the basis of the challenge, to the Superintendent no later than January 1. The Superintendent shall rule on the challenge and notify the employee, in writing, of his or her decision no later than January 5. Any employee who wishes to challenge the Superintendent's decision shall submit the challenge, in writing, again setting forth the basis of the challenge, which shall be the same as those set forth in the challenge presented to the Superintendent, to the Board of Education on or before February 1. The Board of Education shall rule on the challenge and notify the employee of its decision no later than March 1. Any employee who fails to challenge the Seniority List in accordance with the foregoing procedure shall forfeit all right to challenge said list.

c. Method of Breaking Ties and Seniorities

- i. For employees whose initial date of employment is identical, seniority shall be determined by lottery. The initial date of employment shall mean the first regularly scheduled teacher day for which compensation was received in the School District as a temporary professional employee or a professional employee.

B. Classified Employees

- a. In decreasing the skilled service employee work force, employees with the least seniority shall be laid off first according to the following procedure:
- b. Seniority shall mean an employee's length of continuous service within Wissahickon School District since the employee's most recent date of appointment or effective date of movement into a different job category grouping, except as otherwise noted in this policy.
- c. Seniority shall be governed by comparison of employees within a similar job category grouping. By similar job category grouping is meant that particular group of employees having the appropriate characteristics of skilled service group, job classification, qualification/skill/ability in accordance with the job description, and working-time, as described in the following provisions:
 - i. An employee establishes seniority in his/her current position in relation to other employees within the same skilled service job classification group. In an instance wherein a difference in qualification, skill, or ability is required within the same job classification, skill, or ability in order to establish seniority over another employee.
 1. Working-time, for purpose of this policy, is categorized in the following rank order:
 2. Twelve month full-time, eight hours per day
 3. Twelve month part-time, less than eight hours per day
 4. Ten month, eight hours per day
 5. Ten month, less than eight hours per day
 - ii. An employee in a higher rank order level has seniority over an employee in a lower rank order level in any part of this policy that includes a working-time element.
 - iii. An employee with longer continuous service in Wissahickon since the employee's most recent date of employment has greater seniority than an employee in the same job classification in a lower group as described in the skilled service job classification, if the employee with the longer service:
 1. is in a higher rank order in working-time
 2. possesses the requisite qualification, skill, and ability to perform the job successfully.
 - d. In no case, can an employee in a lower group as described in the skilled service job classification establish greater seniority than an employee in a higher group.
 - e. Seniority shall continue to accumulate according to the provisions listed above during active employment and during authorized leave. After two years of such authorized leave, an employee will lose seniority if he/she does not return to employment.
 - f. Upon successful completion of the probationary period, the effective date of employment will then apply for seniority purpose as described in this policy.
 - g. An employee shall lose seniority through:
 - i. resignation or retirement
 - ii. termination or dismissal
 - iii. receiving an unsatisfactory rating. In this event, the employee must work at a satisfactory level for one year from the date of the unsatisfactory rating in order to restore seniority.
 - h. The District shall have sole discretion as to job assignment and location within the new classification.
 - i. In cases that affect the efficient operation of the School District, the District retains the right to make any exception to the seniority procedures that are deemed to be in the best interest of the District and its students.