**Reduction in Licensed Staff**

**Principals Meeting**

February 10, 2016

**Follow District Policy DP327 NEG – Reduction of Licensed Staff**

“In the event of declining enrollment, the discontinuance or substantial reduction of a particular service or program, the shortage of anticipated revenue, school consolidation, or other unforeseen circumstances, it may become necessary to initiate a RIS. If a RIS is necessary, seniority will not be used in determinations; decisions may be within the discretion of the school/program to consider the following:

* Program and staffing needs of the school/District.
* Employee performance evaluation.

**What does this mean?**

1. Teachers affected by a Reduction in Staff (RIS) will **not** be placed by HR.
2. Work with your Administrator of Schools regarding any potential RIS.
3. Teachers affected by a RIS may apply for a transfer through Skyward Employee Access or online through [www.teachers-teachers.com](http://www.teachers-teachers.com).
4. You must interview at least two (2) transfer candidates for **each** open position between April 1 and June 1 – but there is no guarantee of continued employment.
   1. Using the same transfer candidate(s) over and over should not occur.

*i.e. – John, a second grade teacher, was interviewed by the school at the transfer fair but the job was offered and accepted by another transfer applicant at the fair. The school cannot use John’s name as one of the “transfer” candidates on every position(s) from April 1 to June 1.*

1. Teachers affected by a RIS that are not hired by June 1 will become a Reduction in Force (RIF). They may, however, continue to apply for open positions on [www.teachers-teachers.com](http://www.teachers-teachers.com) for which they are qualified.

**What do you need to do?**

1. Remind teachers about the early resignation incentive in Employee Access. (Feb. 15 = $300, March 11 = $200)
2. Be familiar with District Policy DP327 NEG – Reduction in Licensed Staff.
3. Complete your JPAS evaluations on time.
4. The RIS process is **NOT** for managing employee performance or misconduct issues. You will need to follow discipline and performance policies, procedures and guidelines.
5. A teacher being considered for a RIS that is qualified for an open position in your school must be placed in that position and they may **not** be a RIS.
6. Using FTE Version 2.0 – determine if you may need to initiate a RIS, if you do – please inform your staff and encourage attendance at the **Transfer Fair March 21.** (See reverse side)

**WE WANT EFFECTIVE TEACHERS!**

All forms, guidelines and instructions are found at <http://hr.jordandistrict.org/AdminOnly>. If you have any questions please contact Travis in HR.