

AND ADOPT A NEW POLICY ON THE LAYOFF, INTERIM ASSIGNMENT AND REAPPOINTMENT OF EDUCATIONAL SUPPORT PERSONNEL EMPLOYEES

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board rescind Board Report 03-0423-PO02 and adopt a new policy on the Layoff, Interim Assignment and Reappointment of Educational Support Personnel Employees Policy.

PURPOSE: The purpose of this policy is to establish the requirements by which the Chief Executive Officer or designee may exercise their delegated authority over layoff of personnel as set out in Board Rules 4-1(a)(14) and (16).

POLICY TEXT:

I. LAYOFF, RE-STAFFING, AND REAPPOINTMENT OF BARGAINING UNIT ESP

The provisions of Section I of this policy govern the CEO's or designee's decisions to layoff Board employees in educational support personnel classifications or job titles in bargaining units certified for the purposes of collective bargaining ("bargaining unit ESP employees").

A. Reasons for Reductions in Force of Bargaining Unit ESP Employees: The CEO or designee may conduct reductions in force, layoff or dismiss bargaining unit ESP employees for the following

- (1) job classification,
- (2) department or attendance center where assigned,
- (3) seniority.

(F) where applicable, whether the employee is highly qualified under the No Child Left Behind Act and

(2) *Eligibility for Interim (Temporary) Assignment at another School or Unit to a Vacancy in*

the same or a different school or unit as the employee who was laid off or the employee's former school or unit.

4. If the employee is laid off from a unit other than that from which the receiving unit FOD employee was laid off, provide

A. Reasons for Reductions in Force of Non-Bargaining Unit Employees: The Chief Executive Officer (CEO) or designee may conduct reductions in force or layoff non-bargaining unit ESP employees for the following reasons:

- (1) lack of work or funds,
- (2) decline in student enrollment,
- (3) change in subject requirements,
- (4) closing of an attendance center, department or unit,
- (5) privatization contracts with third parties

(6) ~~elimination of positions because of change in duties associated with them~~

(7) change in organizational structure,

III. NOTICES AND COMMUNICATIONS WITH LAID OFF EMPLOYEES/ADDRESSES AND TELEPHONE NUMBERS

Laid off bargaining unit or non-bargaining unit ESP employees shall bear the burden of ensuring that the Department of Human Resources has their current telephone number, home address, and, where available, e-mail or other electronic mail address. Laid off bargaining unit or non-bargaining unit ESP

employees shall be responsible for submitting changes of address and contact information with the Department of Human Resources in accordance with its procedures. Except for the Notice of Layoff and post-layoff benefit notices, which the CEO or designee shall transmit to the laid off bargaining unit or non-bargaining unit ESP employees by regular or certified mail to their last home address that is on file at