


ATTACHMENT A: Governing Board Regulation GCQA-R

 Tucson, Arizona POLICY REGULATION	REGULATION TITLE: Reduction in Force Guidance
	CODE: GCQA – R

When it is necessary to reduce certificated teachers at a school, the Principal shall first determine what content area needs to be reduced. Once that determination has been made, the Principal shall determine whether a vacancy, resignation or retirement will allow for the required reduction to be addressed through attrition.

If the reduction cannot be accomplished through attrition, the Principal will consider whether all teachers within that content area are appropriately certified and highly qualified. Any teacher not appropriately certified and highly qualified will be subject to the RIF.

If a RIF remains necessary after following the steps above, the Principal shall identify the teacher subjected to the RIF by utilizing the RIF profile below. The teacher with the lowest number of points shall be RIFed.

Performance Evaluation

Two points for every satisfactory evaluation for the past three (3) years.

Teachers currently on a Plan for Improvement are not eligible for RIF.

(Maximum points 6) Total: _____

Experience – equals experience credited at hiring plus experience in the District.

List points according to the following table: (Maximum points 4) Total: _____

Years	Points
4-6	1

7-9	2
10+	4

Programmatic to Site - specialized training excluding any required training. (Maximum points 3)

Examples:

- 1) Intervention and Reading Apprenticeship
- 2) Thinking maps; 21st Century Learning, Restorative Practices, Technology (Promethean Board, Smart board, Web Design, Programming).

One point per training.

Total: _____

Professional Growth – (Maximum points 3)

Degrees (Masters, PhD./EdD)

National Board Certification

Certifications for Endorsement – programmatic to site

One point each

Total: _____

Leadership Roles – As determined by the site at the beginning of each school year through collaboration of principal and staff. Each site will post the leadership roles on the school's website or in the teachers' lounge. (Maximum points 4)

Examples:

- 1) Site Council
- 2) Program Implementation Leader
- 3) Site Committee (Professional Development-lead, present)
- 4) Site Representation
- 5) PLC Chair
- 6) Site Trainer

One point each.

Total: _____

Professional Conduct

Letter of reprimand – Deduct one (1) point for every reprimand for the past three (3) years.

Total: _____

Deduct 3 points for every suspension for the past three (3) years.

Total: _____

Overall Total: _____

In the event of a tie, in which more than one teacher has the same number of points, the Principal shall decide which teacher shall be subject to the RIF. The Principal shall articulate in writing to the employee the notice of the reduction in force and the rationale used to make the determination.

Principals may NOT consider the following:

- Race, color, national origin
- Sex, sexual orientation
- Disability
- Pregnancy
- Age
- Religion
- Whether or not the Principal socializes with the employee
- Teacher Plan for Improvement

If an employee believes that the Principal improperly selected the employee for the RIF, the employee may submit a written appeal to the Superintendent or designee within 5 days of the written notice to the employee. The Superintendent or designee's decision is final.

Reviewed: March 23, 2012 [Friday Report]

Reviewed:

Reviewed:

Legal Ref:

ATTACHMENT B: ARS Language, Section 15-544 and 15-503

A.R.S. §15-544. Limitations on reduction of salaries or personnel

- A. A governing board may reduce salaries or eliminate certificated teachers in a school district in order to effectuate economies in the operation of the district or to improve the efficient conduct and administration of the schools of the school district.
- B. Notice of a general salary reduction shall be given each certificated teacher affected.
- C. The provisions of this section do not apply to reductions in salary from monies from the classroom site fund pursuant to section 15-977.

A.R.S. §15-503. Superintendents, principals, head teachers and school psychologists; term of employment; evaluation; contract delivery; nonretention notice

- D. On or before May 15 each year, the governing board shall offer a contract for the next school year to each certified administrator and certificated school psychologist who is in the last year of his contract unless, on or before April 15, the governing board, a member of the board acting on behalf of the board or the superintendent of the school district gives notice to the administrator or certificated school psychologist of the board's intention not to offer a new contract. If the governing board has called for an override election for the third Tuesday in May as provided in section 15-481, the governing board shall offer a contract for the next school year to each certified administrator or certificated school psychologist who is in the last year of his contract on or before June 15 unless, no later than five days after the override election excluding Saturday, Sunday and legal holidays, the governing board, a member of the board acting on behalf of the board or the superintendent of the school district gives notice to the administrator or the certificated school psychologist of the board's intention not to offer a new contract. The administrator's or the certificated school psychologist's acceptance of the contract shall be indicated within thirty days from the date of the written contract or the offer is revoked. The administrator or certificated school psychologist accepts the contract by signing the contract and returning it to the governing board or by making a written instrument that accepts the terms of the contract and delivering the written instrument to the governing board.
- E. Notice of the board's intention not to reemploy the administrator or certificated school psychologist shall be made by delivering the notice personally to the administrator or the certificated school psychologist or by sending the notice by certified mail, postmarked on or before the applicable deadline prescribed in subsection D of this section, and directed to the administrator or the certificated school psychologist at his place of residence as recorded in the school district records.