



Applicable Policy, Rules, and Handbook References
For the Implementation of Staffing Changes

1. Employee Assignments: (HB p. 3)

Employees will be assigned by the District Administrator or his/her designee. Employees may express in writing to the District Administrator or his/her designee their preference of school, grade level or subject. The District, at its discretion may involuntarily transfer an employee to a vacant or new position in the District. If an employee wishes to be transferred to another position which is open, application for a transfer should be made in writing to the District Administrator or his/her designee. An employee who applies for a vacant position may be granted an interview for the position. The District retains the right to select the most qualified individual (internal or external candidate) for any position. All current employees in the District may apply for summer school positions. Assignments shall be made in accordance with Policy 535. In all cases the decision of the District Administrator shall be final as to the assignment of professional educators.

2. Layoff: (HB p. 4)

The Board reserves the right to reduce the number of positions (full layoff) or the number of hours in any particular position (partial layoff). In deciding which positions to reduce or eliminate as well as the individuals affected, the Board shall act in the best interest of the District. The non-renewal procedures (for teachers) of Section 118.22, Wis. Stats., do not apply to layoffs.

3. Transfers: (NEW)

Professional educators interested in transferring from one position to another will apply in writing to the District Administrator according to procedures provided in the vacancy announcement. Consideration will be given to such applications, and all transfer applicants shall receive a written response when

the position is filled. Prior to an involuntary transfer to another grade level, department, program, or school, the professional educator shall be consulted by the District Administrator or his/her designee at which time the reason for consideration of the change in assignment will be explained. If an involuntary transfer of assignment is made, written notification will be made to the professional educator when the administrative decision is finalized.

Assignments shall be made in accordance with Policy 535. In all cases the decision of the District Administrator shall be final as to the assignment of professional educators.

4. Reduction in Staff: (NEW)

The Board of Education reserves the right to reduce the number of positions, or the number of hours in any particular position, as it determines is necessary for the continued operation of the District's educational program in an efficient and effective manner. Such staff reductions will be made in compliance with Policy 535. In deciding which position(s) to reduce or eliminate, as well as the individuals affected, the Board shall act in what it determines is in the best interest of the students and the District. No professional educator whose position has been eliminated or reduced and whose employment has been terminated or modified shall have any right to be contacted by the District in the event that a vacancy opens in the future. Likewise, no professional educator whose employment has been terminated or reduced is entitled to a future position or will receive any preference over other applicants. Professional educators whose employment ended or was reduced with the District due to a reduction in force shall not be prevented from applying for future positions with the District.

For teachers:

- a. Where appropriate, attrition may be used to achieve the necessary number of position reductions.
- b. The evaluating administrator will review the Educator Effectiveness Project evaluation data and professional file as maintained in the district office for each teacher in the elementary divisional level (4K-6) and at the secondary (gr. 7-12) by department. The principal shall make recommendations with supporting documentation to the District Administrator as to effectiveness of the teaching staff. The decision will be based on the preponderance of the evidence. (See TPES Guidebook.)

- c. An independent, outside evaluator may be secured with the authorization of the District Administrator to provide an objective assessment of the teacher's performance and will be used in conjunction with the data collected by the evaluating administrator. The request to use an outside evaluator would come from the evaluating administrator or the District Administrator. A teacher may not request an outside evaluator.
- d. Principals will examine all teaching assignments and make recommendations to the District Administrator about the best fit for each position based on each teacher's skills and dispositions.
- e. All other factors being equal, the most recently hired individuals offered the position within the divisional level or department would be the first to be terminated.

5. Termination, Non-Renewal, and Resignation: (NEW)

Individual employment contracts of a professional educator may be terminated or non-renewed upon a majority vote of the full membership of the Board subject to any applicable law. Employees may be terminated or non-renewed for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law. In the event the District Administrator intends to recommend the non-renewal of a teacher's contract, he/she shall comply with all applicable statutory non-renewal procedures. Any decision to terminate or non-renew a professional educator's employment contract shall be subject to review consistent with the grievance procedure in Policy 527 and corresponding Employee Handbook references.

6. Time lines:

March BOE meeting- 1st round of transfers (voluntary and involuntary admin. reassignment), preliminary notices of nonrenewal, and layoffs.

District Secretary issues the preliminary notices of non-renewal, transfers, and layoffs. (Written notices will be hand delivered at the end of the work day by an administrator and the teacher will sign receipt of it.)

District Secretary issues teaching contracts for the coming school year. (postal mail)

April BOE meeting- Notices of non-renewal are affirmed; 2nd round of transfers (voluntary and involuntary admin. reassignment) and layoffs.

Contracts due back to District Office on or before April 30.