KUSD REDUCTION IN FORCE (RIF)

In accordance with the Kenosha Unified School District Employee Handbook, "When deemed necessary or appropriate, employees will be selected for reduction based on the needs and best interest of the district. Employees have no recall rights. In the event that positions are restored, employees may be rehired based on the needs and best interest of the district (KUSD Employee Handbook)".

Administration and the Office of Human Resources (HR) reserve the right to reassign impacted staff based on *licensure, certifications and seniority* to open positions that may be available throughout the district *BEFORE* implementing the Reduction in Force (RIF) process. If there are no positions available throughout the district for reassignment, the following process may be used.

FOLLOWING THE APPLICATION OF THE RIF RUBRIC

The RIF rubric (tool) will identify staff for reduction and/or those who will be eligible to select available/vacant positions in the district based on seniority. Available positions will come from retirements, resignations, terminations, and Limited Term Contracts (Letters of Appointment), and districtwide documented discipline. This will be determined using the RIF rubric outlined on the following pages.

Once the RIF process has been completed:

- HR will present impacted staff with a list of available/open positions from which they may select positions that align with their licensure and certifications
- Selection of positions will be based solely on seniority (most senior will have first priority)
- HR will make every effort to place staff into positions based on their selections, although this cannot be guaranteed
- This will occur *after* annual staffing has taken place
- Staff who have been promoted internally in the district and are reduced during the RIF process will be moved back to their previous employee group to go through the RIF process again (e.g., teacher promoted to assistant principal, ESP promoted to teacher, custodian promoted to custodial supervisor, etc.)
- Anyone reduced from the district during the RIF process may apply for any position that is posted following the completion of annual staffing and the RIF process

APPLICATION OF THE REDUCTION IN FORCE RUBRIC

HR will follow the rubric below when determining which employees may be impacted by a reduction in force.
See associated chart on next page.

- **STEP 1:** HR will use a predetermined date to complete a 2-year lookback for positions identified for reduction to determine if any staff have documented discipline of a written warning or greater on file with HR (box 2).

  If discipline is identified, staff will be notified they have been selected for reduction. Certified staff and ASTs will be issued a non-renewal notice per statutory requirements, whereas all other staff will be notified of their last date of employment. **NOTE:** staff reduced in Step 1 will not be eligible to select positions based on seniority as they have been identified for reduction, but may apply for positions posted following the completion of annual staffing and the RIF process.

- **STEP 2:** If no discipline exists, HR will then look to see how long they have been in their current employee group/bargaining unit (box 3). Staff who have been in their current employee group the shortest period of time will be identified for reduction. Staff who have the same time in their current employee group will move to the next step. Employee certifications and/or job-related requirements will be taken into consideration where applicable.

- **STEP 3:** If the identified staff have the same amount of time in their current employee group, HR will then look to see how long they have been with the district regardless of their position or employee group without a break in service (box 4). If there are multiple staff who have the same time with the district, HR will then look to see when they signed their offer letter/contract or when they applied to the position after it was posted. Staff who applied or signed last will be identified for reduction.

Staff identified for reduction will be contacted by HR regarding what positions, if any, they may be eligible for based on seniority and availability.

NOTE: *When identifying employees to be impacted by a RIF, HR will keep in mind the required number to be reduced. For example, if HR determines that only two educational support professional (ESP) positions are needed for reduction, the reduction process will stop when those two ESPs have been identified. This can happen at any time during the process. For example, if two ESPs have been identified for reduction and two ESPs are found to have discipline, the requirement is "met" and no further review is necessary.*

EXAMPLE APPLICATION OF RUBRIC (based on a reduction need of two positions)

		HUMAN RESOURCES TO COMPLETE		
1	2	3	4	5
Employee Name	*Documented* discipline in the past two years? YES or NO	Days of experience in current employee group?	Days of continuous service?	**Final result of RIF rubric application:**
	If reduction needs are *exceeded*, all "yes" responses move to the next step	If reduction needs are not met, *lowest* and *ties* move to the next step.	*Lowest* moves to the final column.	
Staff A	NO	-	-	**NO**
Staff B	YES	531	850	**YES**
Staff C	YES	531	1350	**NO**
Staff D	NO	-	-	**NO**
Staff E	YES	531	650	**YES**

UPCOMING IMPORTANT NOTICES AND DATES

- **Preliminary Notice of Non-Renewal** – Staff under contract will receive a preliminary notice of non-renewal on or before 1/31 for ASTs and 4/30 for Certified Staff. This notice informs staff that the district is considering non-renewing their contract but does not automatically mean that the contract will be non-renewed. The process still has to play out.
- **Formal Notice of Non-Renewal** – Staff under contract will receive a Formal Notice of non-renewal on or before 2/28 for ASTs and 5/15 for Certified Staff. This notice informs staff that the district will not be renewing their contract for the upcoming school year.