

Reduction in Force

(Revised 8/11/22)

If the board determines that there is necessity for a reduction in force for full-time professional employees because of financial exigency, decline or change in student composition or enrollment, or other valid reasons which will result in termination or non-renewal of any non-probationary professional employee(s), the following procedure shall be followed:

1. The teaching assignment where such reduction is to take place shall be determined by the administration. In the event of a reduction of staff due to the elimination of a program from the curriculum the matter will be brought to the Curriculum Committee for comments concerning the effect of such action on the total curriculum, and for advice and recommendations as to alternatives, if any, before the final decision is made whether or not to eliminate a program from the curriculum.
2. The professional employee(s) in such teaching assignment who has the least seniority (i.e., continuous service as a regular professional employee since his last date of hire at the college) shall be selected for termination or non-renewal. In specialty areas such as nursing, consideration will be given to retraining professional employees who meet requirements set by accrediting agencies. If two or more professional employees have the same seniority, the one with the fewest number of credit hours in the teaching area in question will be released first. Consideration shall be given to any professional employees who desire early retirement.
3. Professional employees shall retain credit for their length of service up to the time of termination or non-renewal under this policy, but shall not be entitled to earn additional credit for service or receive benefits thereafter.
4. Professional employees who are terminated or whose contracts are not renewed under this policy shall retain the right to reemployment until sixteen (16) months after the day the professional employee's last regular contract was scheduled to terminate, and if the board decides additional professional employees are needed during this time, those shall be eligible for reinstatement, using the same criteria as was used above to determine retention, including the qualification to teach the full normal workload of classes or courses as assigned by the administration. Any professional employee who is not reemployed during this period shall be considered finally terminated at that time without liability to either party.
5. All parties to a reduction in force action must recognize current legislative requirements. Statutes detail procedural due process including notification requirements, which are not noted herein.