

PROBATIONARY CONTRACTS  
REQUIRED REDUCTION OF STAFF

DFAB (LEGAL)  
ADMINISTRATIVE REGULATION

REDUCTION OF STAFF      As a means to reduce personnel costs when circumstances are warranted, and regardless of whether the District has declared a financial exigency and/or program change warranting a reduction in force or reduction in personnel, District Administration may seek to recommend the termination of probationary contract certified employees, effective at the end of the year, in the best interests of the District.

IDENTIFICATION OF STAFF      The identification of certified employees who would be subject to recommended termination will be based on the guidelines provided herein.

1. The type and number of position(s) to be reduced on each campus will be identified. The probationary contract employees subject to possible reduction in the best interests of the District will be limited to the type of position identified for reduction.

Example: If reductions are needed in First Grade regular education teachers at a specific campus, probationary contract employees serving as a K-5 regular education teachers on the same campus will be subject to consideration under these guidelines.

2. The specialized certification needs of the campus, including, but not limited to ESL, bilingual, or special education shall be identified. Probationary contract employees serving in areas where specialized certification is required will not be considered for recommended contract termination under these guidelines unless a needed reduction has been identified in these areas.
3. All probationary contract employees who fall within the type of position identified for reduction will be identified.
4. Of those listed, identification will be made of the probationary contract staff members with the least continuous district-wide years of experience in order to meet the required number of positions to be reduced.