

**GAKA-R Reduction in Force**

7/19/12

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) seeks to provide fair and efficient procedures for handling reductions in force in the District. Separations occasioned by a reduction in force shall be carried out in accordance with the Georgia Fair Dismissal Act (O.C.G.A. 20-2-940 et seq.) and Administrative Rule GARE-R (Employee Assignment).

**RULE:**

**A. GENERAL PROVISIONS:**

1. **Definition:**

A reduction in force (RIF) refers to a procedure by which one or more certificated or contract positions is:

- a. Abolished; or
- b. Changed to such a substantial extent that it is considered abolished by Human Resources (HR).

2. A RIF may or may not be conducted in conjunction with other changes to the workforce including, but not limited to, reassignment, transfer, demotion, or new hiring.

3. The provisions of this Rule apply only to individuals holding certificated or contract positions which are abolished or eliminated under a RIF.

4. **Considerations:**

In determining whether to implement, and how to implement, a RIF, primary consideration will be given to promoting the effectiveness and quality of the educational program and services. With that goal in mind, reasonable efforts will be made to minimize the number of employees affected and the degree of negative impact on each employee.

5. **Causes:**

A RIF may be caused by:

- a. Elimination or change in programs;
- b. Loss of funding to include the reduction or expiration of grant-generated funds;
- c. Reorganization; or
- d. Other conditions.

6. **Contract Position:**

Job held by an employee with a current contract for a definite term.

7. **Job Title:**

Job title is the name of the job held by an employee as set forth in the current salary schedule in place at the time that the RIF is implemented.

8. **Position:**

The RIF Plan sets forth individual positions within a competitive area which will be eliminated. The designation of the positions to be eliminated in a RIF Plan will include, at a minimum, the name and number of individual job titles in each competitive area which will be eliminated. Positions may be further defined, within a competitive area and job title, by certification or license.

**B. SELECTION PROCEDURE:**

The Superintendent, in conjunction with HR, shall be responsible for recommending particular positions which will be eliminated.

1. **RIF Plan:**

After consideration of such factors as the conditions which necessitated the RIF, how the particular functions or services of a school might be organized more efficiently (where applicable), and possible alternatives to the elimination of positions, the Superintendent or

designee shall develop a written RIF Plan which will include at least the following components:

- a. Affected area(s) (in accordance with Administrative Rule GARE-R [Employee Assignment]) in which the RIF will be implemented;
- b. Positions within each affected area which will be eliminated;
- c. Particular conditions which resulted in the need for a RIF; and
- d. Considerations and rationale which resulted in defining the particular competitive areas and job titles affected.

**2. Implementation:**

Within each affected area, the RIF will be implemented by:

- a. Eliminating the number of positions identified in the RIF Plan;
- b. Selecting the positions held by those individuals with the least seniority (in accordance with Administrative Rule GARE-R [Employee Assignment]) first, until the requisite number of positions is eliminated.

Adopted: 9/23/82

Revised: 5/26/83; 8/08/84; 1/28/87; 6/27/91; 2/10/93; 11/8/00

Reclassified an Administrative Rule: 9/1/04

Revised: 1/14/09; 3/10/10

Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GCOA)

**Legal Reference**

O.C.G.A. 20-02-1160	LBOE tribunal power to determine local school controversies; appeals; special ed provisions
O.C.G.A. 20-02-0211	Annual contract; disqualifying acts; fingerprinting; criminal record checks
O.C.G.A. 20-02-0940	Grounds/procedure for terminating or suspending contract of employment (Fair Dismissal law)
O.C.G.A. 20-02-0942	Nonrenewal after acceptance of 4th consecutive contract; tenure
O.C.G.A. 20-02-0943	Powers of LBOE under fair dismissal act
O.C.G.A. 34-07-0001	Determination of term of employment