

Bartlett City Board of Education		5016
Descriptor Term: REDUCTIONS IN FORCE AND RECALL	Descriptor Code: Personnel	Issue Date: 03/27/2014
	Rescinds:	Revised:

1 **REDUCTION IN FORCE**

2 When it becomes necessary to reduce the number of positions in the system because of a
3 decrease in enrollment or for other good reasons, the Board shall abolish the positions. The Board
4 or the Superintendent, as appropriate, shall dismiss such employees as may be necessary.¹

5 Licensed Personnel

6 Reductions in staff shall be made in an attempt to have the least detrimental effect on children. In
7 general, this objective dictates a staff reduction policy which:

- 8 1. Retains the most effective teachers;
- 9 2. Avoids undue increases in class size; and
- 10 3. Provides consideration for the exceptional teacher without exclusive emphasis on
11 seniority.

12
13 The elimination of a position does not necessarily mean the person occupying the position will be
14 dismissed. When an employee is released, the Superintendent shall make the decision based
15 upon a composite of the following criteria:

- 16 1. Effectiveness in teaching and in related professional responsibilities evidenced by teacher
17 evaluation;
- 18 2. Adaptability to other assignments (academic and extracurricular);
- 19 3. Evidence of professional growth as well as specialized or advanced training;
- 20 4. Previous history of grade levels and subject areas taught; and
- 21 5. Type, length and quality of service made to the teaching profession and the school system.

22 When a teacher is released because of reduction in staff, the teacher shall be given written notice
23 of release explaining the circumstances or conditions making dismissal necessary.

24 Non-Licensed Personnel

25 When a non-licensed employee is released because of a reduction in the number of support
26 positions, the Superintendent shall give the employee written notice of dismissal explaining the
27 circumstances or conditions making termination of employment necessary.²

28 **RECALL**

29 The Superintendent shall maintain a preferred re-employment list for tenured teachers whose
30 position is abolished.³ The fitness of any teacher for re-employment shall be determined on the
31 basis of the teacher's competence, compatibility and suitability to properly discharge the duties

¹ T.C.A. §49-5-409(c); T.C.A. §49-2-301(b)(1)(EE)

² T.C.A. §49-5-511(b)(1)

³ T.C.A. §49-5-511(b)(1)

1 required by the position with consideration for the best interests of the students in the school
2 where the vacancy exists.

3 It shall be the responsibility of the separated teacher to notify the Superintendent in writing of
4 his/her availability and current address. A professional employee who is placed on the preferred
5 re-employment list and subsequently refuses the offer of a comparable position shall be removed
6 from the preferred list.⁴

7 Any teacher who has been on the preferred list for re-employment for two (2) consecutive years
8 shall, by April 1 of the second consecutive year, receive notice that the teacher's name shall be
9 removed from the list. The Superintendent shall send the notice to the last known address of the
10 teacher. A teacher who wishes to remain on the preferred list for re-employment after the second
11 year shall notify the Superintendent in writing by April 15 of the second year and each subsequent
12 year of his or her desire to remain on the preferred list for re-employment.

13 Employees returning from lay-off shall have all previously accrued sick leave and years of service
14 reinstated, but they shall not receive benefits for the period of the layoff.

⁴ T.C.A. §49-5-511(b)(4)