



**REDUCTION
IN LICENSED
STAFF (RIS)**

Reduction in Licensed Staff (RIS) DP 327 NEG

DP 327 NEG

- Declining enrollment
- Discontinuance or substantial reduction of a particular service or program
- Shortage of anticipated revenue
- School consolidation
- Other unforeseen circumstances

SENIORITY WILL NOT BE USED IN RIS DETERMINATIONS.

USE THE RUBRIC AS OUTLINED IN THE RIS GUIDELINES.

Examples:

Enrollment declines in 3rd grade

Program Discontinuation- German is eliminated

Reduction in Trustland funds

Boundary changes/Opening of new schools

BTS program changing from Theatre to Dance

Reduction in Staff Rubric Criteria

Rubric walkthrough

(Found under the Policy)

The rubric will include 3 District criteria and may include additional acceptable criteria from the RIS Guideline.

RIS PROCESS

1. Receive FTE 2.0 Feb 10
2. All teachers may be affected by a RIS
 - Ask all teachers to notify you as soon as possible if they will be resigning/retiring (Feb 15 - \$200)
 - Ask all teachers to attend Teacher Transfer Fair (link)
3. Complete RIS Rubric and fill out RIS Licensed Employee Request form
4. Principal will submit RIS rubric and form to AOS by February 25
5. HR will review RIS rubric and form for approval
6. HR will notify principal of approval/denial of RIS request and send RIS/RIF Notification Letter to the principal
7. Upon receipt of the letter, Principal will meet with teacher and obtain a signature by March 15
 - a. This RIS/RIF notice to licensed employees will serve as the thirty (30) days notice should the employee not be able to secure a position with the District.
8. Signed RIS/RIF Letter and Right to Return Form will be forwarded to HR for processing.

RIS LICENSED EMPLOYEE PLACEMENT PROCESS

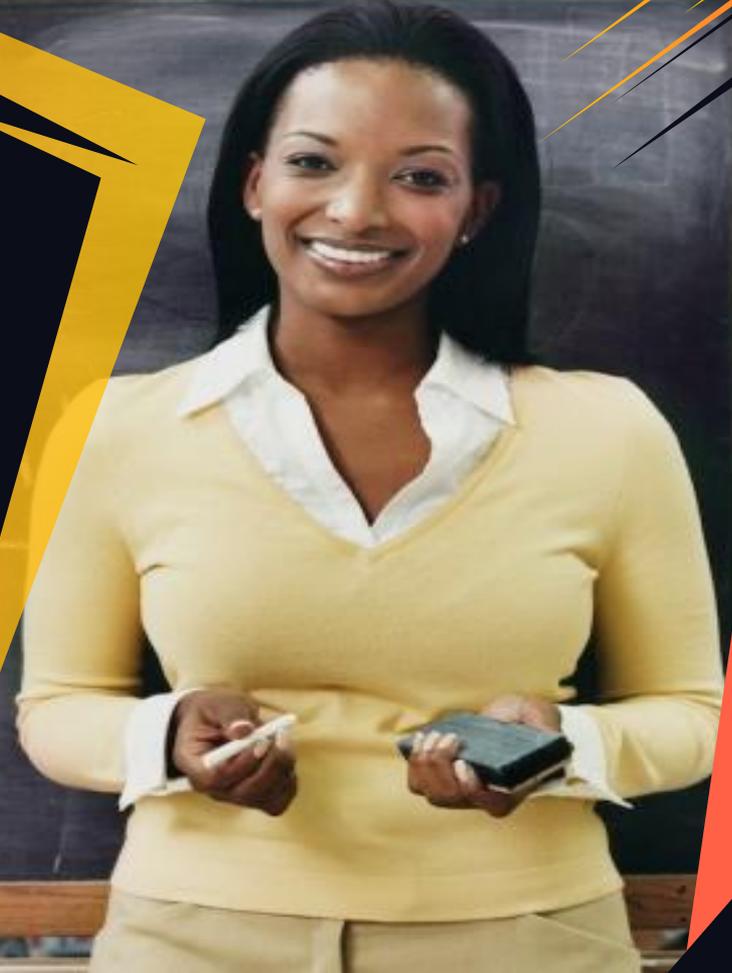
1. Teachers affected by a RIS will be eligible to participate in transfers as per policy [DP304 NEG - Teacher Transfers](#)
 2. Will apply for openings in Frontline after March 1st
- If an employee is subject to a RIS at a school and a position for which they are qualified opens up at the same school before ten (10) calendar days prior to the New Teacher Induction (TBD), the employee has the option to return to their school.
 - At the time of the RIS meeting with the principal, the employee will sign a Request to Return form indicating whether or not he/she wants to return to the school.
 - If the teacher declines to return to their school, the principal has no obligation to contact the employee further and may move forward with the hiring process.
 - If the teacher requests to return to their school, the principal must use the two methods indicated on the RIS form and wait 48 hours to hear from the employee before proceeding with the hiring process. If the employee responds to the principal within 48 hours, the principal must allow the employee to return to his/her original position, cancelling the RIS.

RIS'D EMPLOYEE'S OPTIONS



- Continually apply for open positions at JSD
- An employee subject to a RIS will be given the opportunity to substitute for up to one-year at the same pay and benefits as if they had retained their previous position.
- Resign/Retire

Teachers affected by a RIS may apply in Frontline for available positions for which they are qualified. However, there is no guarantee of continued employment. If after a RIS and one year serving as a substitute teacher the teacher has not been hired for an available position, the employee will be subject to a Reduction in Force (RIF).



RIF REHIRE

If a licensed employee is terminated through a RIF,

- The employee will be given the opportunity to interview for available positions for which they apply online and are qualified within one (1) year of the date of the RIF.
- However, there is no guarantee of continued employment.



Questions?