Jordan School District
Human Resources

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www.jordandistrict.org
April Gaydosh, Administrator of Human Resources

RIS/RIF Notification Letter - SAMPLE

March 5, 2027

Dear «Name»:

This 30-day notice is to inform you that your current position as a «Position» teacher at «Location» will be eliminated due to declining enrollment, the discontinuance or substantial reduction of a particular service or program, the shortage of anticipated revenue, school consolidation, or other unforeseen circumstances (District policy DP327 NEG – Reduction in Licensed Staff). You are therefore, considered a Reduction in Staff (RIS) and may apply for open positions for which you are qualified. Open positions can be found online at employment.jordandistrict.org/apply

Reduction in Staff (RIS)/Reduction in Force (RIF)

- Teachers affected by a RIS will be eligible to participate in transfers as per policy DP304 NEG – Teacher Transfers.
  - Transfer requests will be accepted during the transfer window through August 1, 2027. You will need to apply in Frontline for each position you are interested in. Visit employment.jordandistrict.org/apply

- 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 August 1, 2027, 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 form (Right to Return Form, pg. 2) indicating whether he/she wants to return to the school.
  - If the employee selects "No", the principal has no obligation to contact the employee and may move forward with the hiring process.
  - If the employee selects "Yes", the principal must use the two methods indicated on the Right to Return 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, canceling the RIS.

- An employee subject to a RIS will be given the opportunity to substitute at the same pay and benefits as if he/she had been retained in his/her previous position.

  As a substitute, it will be your responsibility to secure daily substitute teaching positions or enter regular leave, "time off" in Skyward for any absence. Additional information will be emailed to you after August 1, 2027.

Please feel free to contact an HR Administrator with any questions you may have regarding the Reduction in Staff Policy – DP327 NEG.

Respectfully,

_____ _____

Principal Date Human Resource Administrator Date

Xc: Personnel File