

RIS Q & A

DP327 NEG – Reduction in Licensed Staff:

In the event of declining enrollment, the discontinuance or substantial reduction of a particular service or program, the shortage of anticipated revenue, school consolidation, or other unforeseen circumstances, it may become necessary to initiate a RIS. If a RIS is necessary, seniority will not be used in determinations; however, decisions may be within the discretion of the school/program using a rubric as outlined in the Reduction in Staff Guidelines to consider the following:

- a. Program and staffing needs of the school/District***
- b. Employee performance evaluation (appropriate for the job classification)***

Q & A

- What is the RIS Timeline
[See the Licensed RIS Timeline here](#)
- How do **Instructional Coaches, Teacher Specialists, DLI Teachers** fit into the RIS process? Should they be included as a potential classroom teacher in the rubric?
As indicated above, if the principal considers any of the positions identified above as “program and staffing needs of the school,” teachers in these positions may be excluded from the RIS process.
- How should principals be working with **part-time positions**? Should they be included in the RIS if they are willing to go full-time? Should that always be offered? What happens if they are not willing to go full-time?

District Policy DP327 NEG – Reduction in Licensed Staff does not grant extra protection for part-time teachers in the RIS process. Therefore, part-time teachers may be included in the RIS process, unless the principal determines that a specific position qualifies as a “Program and staffing need of the school/District.”

Example:

Current Staffing:

1 full time and 3 part time kindergarten teachers

Next year’s staffing:

You will need 2 full time kindergarten teachers

Scenario:

The 3 part time kindergarten teachers all want to remain part time. They would all be subject to the RIS process.

- Does a RIS apply to **job share positions** or is this different? Should they be included in the RIS if they are willing to go full-time? Should that always be offered? What happens if they are not willing to go full-time?
According to District Policy DP351 – Job Sharing / Part-Time – Licensed; specifically II.E. states, “Job sharing is only approved for a single contract year. Job share teachers do not have an expectation of continued employment.”
F. Licensed employees who have participated in job sharing may be offered a full-time position in a subsequent school year. When a job share is dissolved and the principal does not offer a full-time position in a subsequent school year, the employee may apply for posted positions as outlined in DP304 NEG – Teacher Transfers.

Job Share positions are at the discretion of the principal and according to policy, have no expectation of continued employment. Job Share positions may be subject to a RIS, unless the principal determines the job share position as "Program and staffing need of the school/District."

Principals are advised to use FTE 2.0 information to make the decision to continue or eliminate a job share position before making the decision to enter into a RIS situation.

- If you notify your faculty that your school will need to reduce staff for next year and a teacher voluntarily requests to modify his/her FTE or assignment, what steps do you take?
If this change will fit your needs and the needs of the students, have the employee complete the "Licensed Voluntary Assignment Change Job Offer Confirmation" form available on the AdminOnly website. Submit this form to the Licensed Recruiting Specialists and submit a change form in Skyward.
If this change will not fit your needs or the needs of the students, the employee may seek other positions within the District during the Transfer process but you may have to follow the RIS process.
- What happens when a RIS from my school is hired at another school and suddenly I have an opening?
The principal should refer to the RIS Job Offer Document and if the RIS'd teacher requested to return, then the Principal must offer the open position to the RIS'd teacher. If the RIS'd teacher indicated on the RIS Job Offer Document he/she does not want to return to the school they were RIS'd from, then the Principal is free to post, interview and hire for this position.
- If there is a need to reduce a teacher's schedule or the FTE of a benefit eligible teacher at a school location, can this be done without going through the RIS process?
This scenario above is within the definition of a RIS and must follow the RIS processes and procedures described in policy. District policy DP327NEG II.A.1. specifically states: "In the event of declining enrollment, the discontinuance or substantial reduction of a particular service or program, the shortage of anticipated revenue, school consolidation, or other unforeseen circumstances, it may become necessary to initiate a RIS."