

**North Orange County Regional Occupational Program
REDUCTION IN CERTIFICATED STAFF
ROP AR 4117.3**

Administrative Regulation

Certificated Personnel

A reduction in certificated staff shall not refer to situations where the individual is released from employment due to work performance or misconduct.

Notice of Layoff

A reduction in hours or layoff of an instructor may be made at any time, including during the school year. Application of this policy and administrative regulation shall not be required where a decision has been made not to offer a class that concludes with the instructor's current contract. In such situations, however, the ROP shall give the instructor notice as soon as possible after the decision is made not to offer the class.

Affected Instructors

The decision as to which positions and instructors shall be reduced is the sole purview of the Superintendent or designee, based upon the needs of students and the instructional program, and shall not be made on the basis of years employed within ROP.

In case of a layoff, as defined above, an instructor whose position will be eliminated shall be given 30 days' notice prior to the effective date of the layoff.

Re-employment

ROP shall give consideration to every qualified former instructor when filling vacancies. The ROP reserves the right, however, to select the individual best suited to the requirements of the particular position as determined by the Superintendent or designee, including individuals who have not been previously employed by the ROP.

Review of Decision to Layoff or Re-employ

An instructor who feels that he or she has not been afforded the notice and consideration set forth in this administration regulation shall state his or her concern in writing, and shall submit the signed and dated statement to the Superintendent. Upon review of the instructor's statement, the Superintendent shall schedule a conference to address the employee's concerns. The decision of the Superintendent shall be final.