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| Support Personnel Reduction in Force | D.52 |
| <i>Adopted: July 23, 2013</i> | |

When the board determines the need to reduce the support staff, the reduction in force shall be accomplished according to the following procedures:

1. Normal attrition throughout the district.
2. If normal attrition does not sufficiently reduce the support staff, seniority will be the determining factor in reduction of work force. Seniority will be computed from the first day as an employee in the Hilldale School System. Seniority shall be defined as uninterrupted employment within an assigned classification, from the first day of work for all support personnel.

For purposes of this provision, all employees shall be placed in one of the following classifications based on their current assignments.

- Assistant
- Bus driver
- Cafeteria
- Custodial
- Maintenance
- Secretary (office)

The employer shall prepare, maintain, and post the seniority list. The initial seniority list shall be prepared and posted conspicuously in all buildings of the district after the effective date of this agreement with revisions and updates prepared and posted semi-annually thereafter.

An employee working in more than one classification shall be placed on all appropriate seniority lists.

State and federal programs and statutes shall be observed where applicable for specially funded programs. Except where prohibited, all employees shall receive seniority rights as provided in this agreement.

In the event of reduction in force (RIF) involving the termination of positions, the following procedure shall be followed:

1. The employer shall identify the specific position to be eliminated and shall notify, at least thirty (30) days prior to the effective date of any layoff, the employee in that position.
2. The employee in the affected position shall have the right to:
 - A. The position of someone who is less senior holding a position in the same classification as the affected employee.

- B. Bid on another posted position of equal status.
 - C. Become laid off.
3. Any and all employees displaced by provision (2) above shall have the same rights, as long as there are less senior employees within that classification.

In the event of a reduction in work hours in a department, an employee may claim seniority over another employee for the purpose of maintaining his/her normal work schedule, provided he/she has greater departmental seniority than the employee he/she seeks to replace. In no case shall a reduction of any employee's work hours take effect until the employer gives then ten (10) workday's written notice to the affected employee(s).

At the option of insurer, laid off employees may continue their health insurance by paying the regular monthly per subscriber group rate premium for such benefits to the employer.

Obligation with respect to re-employment: Employees shall be recalled in reverse order of reduction in force to any position for which he/she is qualified. Every possible effort shall be made to return the employee to the position held immediately prior to reduction in force or to a substantially equivalent position. The position shall be offered to the employee who had the most seniority when laid off.