

Addendum to BCEA Contract

Reduction in Personnel / Layoff and Recall for Teachers

To promote an orderly reduction in personnel when the educational program, curriculum, and staff are curtailed, the following procedures will be used:

1. Non-certified staff will be laid off first.
2. If reduction is necessary, teachers will be laid off based on the following process (see below), providing that such teachers who are retained are adequately certified for the positions they are to fill.
 - a. The most qualified shall be determined in the following order:
 - i. Determined Effectiveness: the candidate is in the top half of the numerical scoring in their evaluation score*. There will be six distinct groups: top half of Effective, bottom half of Effective; top half of Developing, bottom half of Developing; top half of Needing Support, bottom half of Needing Support. Except for displaced employees, any teacher rated “needs support” or “developing” on their year-end evaluation may not request a transfer unless it is an approved portion of their development plan.

**Average evaluation score over three years. If three years aren’t available, then as many years as possible will be used to determine the average.*
 - ii. Seniority
 - iii. If there is a tie, an agreed-upon procedure between the Superintendent and BCEA President/s will take place.
3. After a reduction of teachers as outlined above, if there are teaching positions that are created and/or vacant, laid-off teachers who are certified for the position(s) will be given the first opportunity to fill such positions. The notification shall be given to all laid-off teachers, and the vacancy or vacancies shall be filled by the certified teacher.
4. The Superintendent will bring the recommendation to the Board of Education. The Association will be notified of the teachers being considered for layoff prior to the recommendation.
5. The Board shall give written notice of layoff or recall from layoff by sending a registered letter or certified letter to the teacher at their last known address. It shall be the responsibility of the teacher to notify the Board of any address change.
6. The certification and qualifications of an employee to be laid off shall be the certifications on file with the Board at the time the layoff occurs. The certification of an employee to be

recalled from layoff shall be the certification on file with the Board at the time the notice of recall from layoff is sent. It is the employee's responsibility to notify the Board, in writing, of any inaccuracies in Board records and/or any changes as they occur.

7. Definitions:

- a. Certification – Adequately certified shall be defined as holding the required certificates, endorsements, licenses, and/or approvals required by law to serve in the position assigned.
- b. Qualification – Teachers shall be considered qualified for positions for which they possess the appropriate adequate certification.

- 8. A teacher refusing an offer of recall to a full-time (or equivalent to when they were laid off) position for which the teacher is-certified shall be deemed a resignation. Tenured teachers will remain on the recall list for three years. Recalled teachers shall be entitled to all sickness and leave benefits as they have accumulated prior to layoff.
- 9. Teachers laid off shall have insurance benefits continued and paid by the Board in accordance with the provisions in *Article 12.1* until the end of the month following board action. After that, a laid-off teacher may continue their insurance benefits in accordance with the Carrier's layoff/benefit continuation policy, inclusive of paying the subscriber group rate premium for the Consolidated Omnibus Reconciliation Act of 1985 (COBRA).