

REDUCTION IN FORCE

When a reduction in staff is necessary, contracts for an excess of staff shall be withheld (by certificate area) for persons earning lowest composite scores according to the procedure described herein. This procedure has been established to enable the District to maintain its necessary and most effective staff annually. This procedure applies to certified staff only.

PROCEDURES:

A. Components of Reduction-In-Force Composite Score

Reduction-In-Force will be based on the following factors: performance, certification, seniority and attendance.

1. **PERFORMANCE (60%):** Each criterion on the evaluation instrument will receive a numerical weight for the purpose of calculating an evaluation score. Evaluation scores for certified staff will be calculated according to the procedures outlined in the "Professional Growth System" (PGS) manual , other appropriate professional growth rubrics as developed by the Mississippi Department of Education (MDE) or the appropriate evaluation or rubric procedures, as identified by the superintendent or designee.
2. **CERTIFICATION (20%):** Points for levels of certification will be assigned as follows:

A Certificate: 5 points

AA Certificate: 10 points

AAA Certificate: 15 points

AAAA Certificate: 20 points

Certification credit will be awarded based on teaching areas only. Should certification be held in more than one teaching or role specific area, credits will be awarded according to the point system listed above.¹

3. **SENIORITY (10%):**
 - a. *Uninterrupted Service: .5 points per year up to and including 40 years (Maximum: 8.5 points)
 - b. Broken JPSD Service and Outside Service: .25 points per year up to and including 6 years (Maximum: 1.5 points)

¹ A Certificate denotes a bachelor's degree.
AA Certificate denotes a master's degree.
AAA Certificate denotes a specialist degree.
AAAA Certificate denotes a doctoral degree.

MAXIMUM EXPERIENCE CREDIT (a. + b.): 10 points

*Any board-approved leave does not constitute interruption of service. Credit shall be allowed for academic and military leave. No credit is allowed for any other leave.

4. ATTENDANCE (10%):

- a. Perfect attendance: Employees shall receive a maximum of 10 points for perfect attendance.
- b. Tardiness: Employees who are late for work shall receive a point deduction of .25 for each day tardy.
- c. Absenteeism: Employees who are absent from work will receive a deduction of .5 for each day absent.

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B. Compilation of RIF Points

- a. PERFORMANCE SCORE: calculated according to the "Professional Growth System" (PGS) manual, or other appropriate professional growth rubrics as developed by the Mississippi Department of Education (MDE) or the appropriate evaluation or rubric procedures, as identified by the superintendent or designee.

PLUS

- b. CERTIFICATION: total certification points;

PLUS

- c. SENIORITY: total of credits for continuous service, outside experience and broken JPS service;

PLUS

- d. ATTENDANCE: total points for attendance and punctuality.

C. Clarifying Points

- 1. After combining scores derived from each of the four components, all certified staff members in areas designated for reduction will be ranked-ordered based on the compilation of RIF points. Persons with the lowest scores will be notified in accordance with the requirements and rights extended by the Education Employment Procedures Law of 2001.
- 2. Employees affected "shall be offered positions according to need in order to maintain a quality instructional program." (Policy GBED)
- 3. Persons on approved leaves of absence shall be entitled to reemployment according to policy provisions under which leave was

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granted. Upon return to the school district, existing Reduction-In-Force procedures shall apply.

4. Persons reassigned to teaching positions shall be governed by existing Reduction-In-Force procedures after returning to a teaching assignment.
5. Persons on the Professional Growth Option shall retain their latest Performance Score until they are formally evaluated by the principal or appropriate supervisor again.

DATE: May 18, 1992

AMENDED: January 18, 2000

April 19, 2016

December 19, 2023

REVIEWED: July 20, 2017

October 30, 2023