

Reduction in Professional Staff

Statement

Recognizing that it may become necessary to eliminate certified staff positions in certain circumstances, this policy is adopted to provide a fair and orderly process should such eliminations become necessary.

It is recognized that the TORRINGTON Board of Education has the sole and exclusive prerogative to eliminate certified staff positions.

Elimination of certified staff positions may become necessary due to program elimination and/or reduction, decreases in student enrollment, consolidation of positions, changes in curriculum, or budgetary constraints.

Prior to taking action to terminate teacher contracts under this procedure, the Board of Education will give due consideration to its ability to effectuate position elimination and/or reduction in staff by:

- i. Voluntary retirements.
- ii. Voluntary resignations.
- iii. Transfer of existing staff members.
- iv. Voluntary leaves of absence.

In accordance with §10-220 and 10-4a of the Connecticut General Statutes, the Board of Education accepts its responsibility to maintain good public elementary and secondary schools and to implement the educational interests of the State. Therefore, it is essential that the Board retain teachers of the highest quality and caliber. Consequently, qualifications and ability, as determined by an objective evaluation of the teacher's performance, will be the primary criteria used in selecting those employees who are to be considered for termination. Secondary criteria which will be used include areas of certification, degree status, total years of teaching experience, total years of teaching experience in Torrington and total years of teaching experience in each field of one's certification.

In the case of non-tenured personnel, the following procedure and chronology shall be in effect:

- A. Through the Superintendent of Schools, the Board of Education will notify the teacher in writing that the teacher's contract will not be renewed.
- B. After receipt of this notice, within 5 days, the teacher must file a written request with the Board of Education asking for reasons his or her contract is not being renewed.
- C. Within 5 days after receipt of the teacher's request, the Board will give such teacher a statement in writing of its reasons for not renewing the teacher's contract.

- D. Within a 10 day period after receiving the Board's explanation for non-renewal, the teacher concerned may file a written request to the Board of Education for a hearing. If indicated in such request and if designated by the Board, the hearing may be held before an impartial hearing panel established and conducted in accordance with various provisions of the Connecticut General Statutes, but without the right to Reduction in Professional Staff.
- E. If the hearing is held before an impartial panel, within 15 days after the hearing before such panel, the panel shall submit in writing its findings and its recommendation or recommendations to the Board of Education and shall also send a copy of such finding and recommendations to the teacher. Within 15 days of receipt of the hearing panel's findings and recommendations, the Board of Education shall give the teacher concerned its written decision.
- F. If the hearing is held before the Board of Education, the Board shall render its decision within 15 days of such hearing and shall send a copy of its decision to the teacher.

When the contract of employment of a teacher is terminated in accordance with this policy, the name of that teacher shall be placed on a re-appointment list and remain on such list for a period of two years. If a position becomes open during such period, and the teacher has been selected by the Board of Education as a person who is certified and most qualified to hold that position, then the teacher will be notified in writing by registered mail, sent to his/her known address at least 30 days prior to the anticipated date of re-employment, where possible. The teacher shall accept or reject the appointment in writing within 7 days after receipt of such notification. If the teacher rejects the appointment offer or does not respond according to this procedure within 7 days after receipt of such notification, the name of the teacher will be removed from the recall list.

It is intended that this policy take precedence over and govern the individual teaching contract, and the individual teaching contract is expressly conditioned by this policy.

Definitions

- A. As used herein, the term days shall mean calendar days.
- B. As used herein, the term teacher shall apply to any employee of the Board of Education who holds a certificate issued by the Connecticut State Board of Education and is employed in a teaching or administrative position below the rank of superintendent.

