

Study Session  
Tuesday, January 8, 2019 Mountain Time

JATC South Campus (Board Conference  
Room)  
12723 S. Park Avenue (2080 West)  
Riverton, Utah 84065

1. **STUDY SESSION – OPEN MEETING** - 4:00 p.m.  
*The Board may engage in discussion, provide administrative direction, or take other action on any of the study session agenda items listed below.*
  - 1.A. **Information and Discussion to Help in Development of a Board Policy on Role of Elected Officials in an Incident Command/Emergency Situation - 4:00 p.m.**
2. **POTENTIAL CLOSED SESSION**
  - 2.A. **Personnel**
  - 2.B. **Property**
  - 2.C. **Potential Litigation**
  - 2.D. **Negotiations**
  - 2.E. **Security**
3. **STUDY SESSION – OPEN MEETING**
  - 3.A. **Update on the Permit Process**
  - 3.B. **Statement on Rule Regarding Athletic Eligibility for UHSAA**
  - 3.C. **Review of Legal Requirements for Hiring a Superintendent**
  - 3.D. **Board Compliance with Open Meeting Law Training**
  - 3.E. **Future Agenda Items**
4. **BREAK** 6:30 – 6:45 p.m.
5. **SPECIAL SESSION – OPEN MEETING** – 6:45 p.m.
  - 5.A. **Pledge of Allegiance**
  - 5.B. **Reverence**
  - 5.C. **Oath of Office for the Board of Education**
  - 5.D. **Organization of the Board of Education: Election of New Board Officers**
  - 5.E. **Special Business Item: Recommendation to Approve Revisions to Administrative Policy DP327 Reduction in Licensed Staff**
  - 5.F. **Special Business Item: Discussion and Possible Action to Approve and Authorize the Purchase and Sale Agreement between the Board of Education of Jordan School District, The Last Holdout, LLC and Olympia Ranch, LLC to Purchase Approximately 100 Acres of Property Located South of 12600 South and West of 6000 West in Salt Lake County, Utah, for a Total of \$31,000,000 for Anticipated Future School and/or Education Sites As Needed**
6. **Motion to Adjourn**

SUBJECT: REDUCTION IN LICENSED STAFF

**I. Board Directive**

The Board recognizes that licensed staff should be placed in the school that will best fit the educational needs of the students in the District. When circumstances make it necessary to reduce staff, orderly procedures are to be implemented in accordance with [Utah Code §53G-11-512 §53G-11-517](#). This policy is intended to be consistent with the [Public Education Human Resources Management Act §53G-11-501](#) et seq.

**II. Administrative Policy**

**A. Reduction in Staff (RIS)**

1. In the event of declining enrollment, the discontinuance or substantial reduction of a particular service or program, the shortage of anticipated revenue, school consolidation, or other unforeseen circumstances, it may become necessary to initiate a RIS. If a RIS is necessary, seniority will not be used in determinations; however, decisions may be within the discretion of the school/program [using a rubric as outlined in the "Reduction in Staff Guidelines"](#) to consider the following:

- Program and staffing needs of the school / District
- Employee performance evaluation (appropriate for the job classification)

2. [All teachers, including those on a plan of assistance or probation, may be affected by a RIS.](#)

~~2-3.~~ For licensed employees who are to be affected by a RIS, the school / program administrator will submit RIS recommendations to the Administrator of Schools and the Administrator of Human Resources for approval.

~~3-4.~~ Under normal circumstances, licensed employees who are to be affected by a RIS and potentially subject to a Reduction in Force (RIF), shall receive at least thirty (30) days notice from the Human Resource Department. This RIS/RIF notice to licensed employees will serve as the thirty (30) days notice should the employee not be able to secure a position with the District.

~~4-5.~~ Teachers affected by a RIS will be eligible to participate in transfers as per policy [DP304 NEG – Teacher Transfers](#).

~~5-6.~~ Teachers affected by a RIS may apply [online](#) for available positions for which they are qualified in addition to any transfer request entered into Skyward. However, there is no guarantee of continued employment. After June 1, if the teacher has not been hired for an available position, the employee will be subject to a RIF.

**B. Reduction in Force (RIF)**

1. In the event of declining enrollment, the discontinuance or substantial reduction of a particular service or program, the shortage of anticipated revenue, school consolidation, or other unforeseen circumstances, it may become necessary to initiate a RIF. If a RIF is necessary, seniority will not be used in determinations; however, decisions may be within the discretion of the district to consider the following:

- Program and staffing needs of the school / District.
- Employee performance evaluation (appropriate for the job classification).

2. Under normal circumstances, licensed employees who are to be affected by a RIF, shall receive at least thirty (30) days' notice.

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C. Rehire

1. If a licensed employee is terminated through a RIF, the employee will be ~~given first consideration contacted~~ and given the opportunity to interview for available positions for which they apply online and are qualified within one (1) year of the date of the RIF. However, there is no guarantee of continued employment.
2. If a licensed employee is terminated through a RIF and rehired during the same contract year, the employee's salary placement shall remain unchanged. If the terminated employee is rehired during a subsequent year, salary placement will move up one level, provided a salary increase was authorized by the Board of Education and included on the current salary schedule. If the employee applies and qualifies for a salary change between the times of the RIF and rehiring during a subsequent year, salary placement will be on the higher level provided a salary increase was authorized by the Board and included on the current salary schedule.
3. A licensed employee who is rehired following termination through the RIF process, shall have accrued sick leave and other leave benefits reinstated at the level existing at the time of the RIF, provided the benefit was authorized by the Board for the current academic year.

History of revisions: 9/13/11

Recodification: 5/2018