



Reduction In Force (Layoff) Policy

1. Layoff of Employees For Following Academic Year

a. Layoffs may occur at the end of the year for the ensuing academic year for the following reasons:

- YPICS has determined that ensuing academic year state and federal funding levels will necessitate engaging in the reduction in force;
- YPICS has determined that attendance at a YPICS school engaging in the reduction in force will decline in the following year based upon enrollment projections or demographic projections;
- Whenever a particular kind of service is to be reduced or discontinued not later than the beginning of the following school year;
- Whenever the authorizing agency or amendment of state law requires the modification or alteration of curriculum;
- Whenever YPICS is engaging in reduction in force is revoked or terminates;
- When the governing Board of YPICS votes to close a YPICS school engaging in the reduction in force.

b. Employees to be laid off pursuant to section 1.a shall be given written Reduction in Force (layoff) notice no later than May 15.

- The notice shall be deemed complete when the employee is personally served or when the notice is deposited in the United States mail, certified, return receipt requested, postage prepaid, addressed to the employee at the employee's last known address on file with YPICS. Notice may also be served via certified mail or FedEx overnight delivery, the date the letter was sent shall be used as the date to determine whether written notice as timely provided and or;
- Written notice can also be provided electronically by the May 15th day deadline. Sent electronically by May 15th will meet the noticed deadline criteria.

2. Layoff of Employees for Current Academic Year

a. Layoff of employees may occur in the current academic year for the following reasons:

- The average daily attendance for YPICS school engaging in the reduction of force declined more than one class size from one Principal Apportionment Period to the next, school wide or for a particular grade or subject;
- Whenever the charter for the YPICS school engaging in the reduction in force is revoked or terminates;
- When the governing Board of YPICS votes to close a YPICS school engaging in the reduction in force.

b. In the event YPICS determines it is necessary to lay off any employees pursuant to this Provision, YPICS will provide written Reduction in Force (layoff) notices to employees

no later than thirty-days in advance of an impending layoff by either delivering the notice by hand or by sending it via certified mail or FedEx overnight delivery.

- The notice shall be deemed complete when the employee is personally served or when the notice is deposited in the United States mail, certified, return receipt requested, postage prepaid, addressed to the unit member at the unit member's last known address on file with YPICS. Notice may also be delivered via FedEx. Following the same procedures. If providing via certified mail or FedEx overnight delivery, the date the letter was sent shall be used as the date to determine whether written notice was timely provided.

3. Layoff Considerations

- a. Prior to issuing a notice of layoff, YPICS will determine the particular kind of service to be reduced (e.g. certificated, classified, etc.). YPICS shall apply the provisions of Section 3 to all employees qualified to work in the particular kind of service in order to determine which employee(s) shall be laid off:
 - Skills and abilities of each employee, as they currently relate to the functional needs of YPICS;
 - Collaborative team player with supervisors, colleagues, and direct reports
 - Performance history of each employee;
 - Seniority is one factor that will be considered in determining the order of staff to be laid off;
 - Non-performance related problems of each employee, including misconduct, absenteeism and tardiness;
 - Flexibility and versatility of each employee. Ability to perform other functions within his/her school or site as well as the ability to perform functions at other sites;
 - Commitment to YPICS and towards personal growth and development within the organization. This includes such factors as taking courses and other outside training to obtain advanced skills and degrees.
- b. Once management has completed this analysis concerning who should be laid-off, Human Resources working on the guidance of YPICS' personnel attorney will review the recommendations and consider potential discrimination issues.