

TA - *JG* 12/16/2025
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A. Layoff *

A reduction in force includes elimination of a position or a reduction in hours below eligibility for health benefits. Whenever possible, layoff will be accomplished through normal attrition. Further, the District shall attempt to lessen the impact and extent of a layoff through voluntary transfers, encouragement of unpaid leaves, and early retirement when available. The District shall consider seniority transfer requests of qualified employees at affected sites in lessening the RIF impact. Should a layoff be determined necessary by the District for a reason not prohibited by law, the following procedure will apply:

1. All employees shall have a seniority date, established as the date of hire.
2. All employees shall be assigned to one (1) of three (3) major geographic zones: Homer, Central Peninsula, and Seward.
3. The District shall prepare and maintain the seniority list. The initial seniority list shall be prepared and distributed to the Association each year within thirty (30) days of the first day of school. The list will be updated each January.
4. The Seniority list shall indicate an employee's seniority, job classification, school assignment, and range.
5. ~~In the event of a necessary reduction in work force, t~~ The District shall first lay off the least senior employees within the job classification and geographic area affected.
6. In the event of more than one (1) individual employee having the same seniority ranking, all employees so affected shall participate in a drawing by lot to determine position on the seniority list. The Association and affected employees shall be notified of the drawing in writing and shall have the opportunity to be present.

Should RIF be necessary for *~~Excluded from participation in the above RIF provision shall be employees and positions at: Port Graham, Nanwalek, Hope, Seldovia, and or Tyonek. Should RIF be necessary at these sites, the least senior employee at the site shall be laid off.~~

B. Rehire

1. Laid off employees shall be recalled in reverse order of layoff to any position for which they are qualified. If the new position is more than twenty-five (25) miles from the previous work site, the employee may refuse to take the offered position and still retain all rehire rights. The employee must accept the offer of position within ~~three (3)~~ five (5) working days of notification by certified letter, or forfeit rehire rights.
2. Laid off employees shall remain on a rehire list eighteen (18) months following the layoff. It is the laid off employee's responsibility to inform the District of the current address and phone number of contact. ~~If the District attempts to contact the employee at the last known address and/or phone number and cannot because of invalid information, the employee will be removed from the rehire list.~~
3. It is the responsibility of the laid off employee to inform the School District of interest in and availability for rehire, before March 15 annually, in order to retain rehire rights. Failure to inform the District will result in loss of rights to preferential hire.

TA NCD
JEA 12/16/2025
12/16/2025

C. Definitions

Qualified for the purposes of this procedure section shall mean the educational support personnel employee has previous satisfactory District experience in job classification and/or demonstrates skills required for the position.

Seniority shall be defined as length of continuous service part-time or full-time, or a combination of both, measured from most recent date of employment. District-approved professional, educational, sabbatical, health or military leave shall not be considered as interruption of service and time on such leaves shall be counted toward seniority.