



In a response to the growing economic crises, the Fulton County School System is making difficult decisions to reduce expenditures. One of these decisions is a Reduction in Force (RIF) for certain central office and school-based employees, effective with the 2010-11 school year. The information below provides general information regarding a RIF.

What is a Reduction in Force (RIF)?

A reduction in force is an involuntary separation of an employee from his or her assigned job. A RIF usually occurs as a result of a shortage of funds, lack of work, organizational changes or other business reasons. In Fulton, a RIF is conducted systemwide and not by an individual school or department.

How are employees selected for the RIF process?

Criteria used in Fulton for selecting personnel for the RIF process depends on whether an entire job category is being eliminated or whether personnel are being reduced within a particular job function. The criteria may include any of the following elements:

- **Employee Performance.** See attached criteria.
- **Certification/Content Area**
- **Non-Essential Function.** The school system has determined that a particular job function is no longer required.
- **Seniority.** Staff with the longest, continuous full-time service are considered the most senior. The employment date is used to establish district seniority. If there has been a **break in service** or a **part-time work status**, the length of continuous full-time service since the employee's last date of hire or rehire is used as the employment date. Classified staff hired into a certified teaching position will experience a date change.

When will employees be told?

The RIF is being conducted during March and April 2010. Employees included in the RIF will receive notification from Human Resources via email and U.S. Mail. The estimated timeline for notification is **April 23** for contracted employees and **April 30** for non-contracted personnel. The notification will include additional detailed information regarding pension, benefits, leave reimbursement and final pay.

If an employee loses his/her job due to the RIF, can he/she be rehired by the system?

Personnel may compete and be rehired for a position for which they are qualified. However, employees impacted by the RIF are not automatically placed into other positions in the district.

Is the RIF based on districtwide staffing or the staffing in my school?

A RIF is conducted systemically and not by an individual school or department. For example, with the element of seniority, the system will take all employees within a particular impacted area and list from most senior to least senior. Although an employee may have the most seniority within his or her school, that individual may not have the most seniority systemwide.

What about the elementary school band and orchestra program?

The school system has determined that the current fourth and fifth grade elementary band and orchestra program will no longer be offered. Therefore, “non-essential function” is the RIF element used for this category. Full-time band and orchestra teachers working the **majority** of their workday at the elementary school (51%-100%) will be RIF’ed due to non-essential function without consideration for performance/seniority. Full-time band/orchestra teachers working the **majority** of their workday at the secondary school (MS/HS) (50% or greater) will become part-time personnel in the secondary position per the school's FY11 allocations. *(If a secondary principal opts to reduce/cut the allocation of the part-time position for FY11, the teacher would be reduced/RIF’ed).*

What about paraprofessionals?

Paraprofessionals will be divided into two groups:

- Special Education/ESOL
- Non-Special Education/ESOL (includes all other paraprofessional positions in the district)

These groups will be reviewed separately. “Performance” and “seniority” are the elements being used in implementing the RIF in each group.

What is the difference between a RIF and a surplus?

A reduction in force occurs when the employment of impacted personnel is discontinued. A surplus, however, occurs when the employment of impacted personnel is continued but they are reassigned to another work location in the district.

Will there be a surplus process after the RIF?

Yes. Following the RIF, Human Resources will conduct a surplus process to redistribute continuing personnel throughout the district as needed. It is expected that this will be conducted during May and June, with the goal of completing it as quickly as possible.

With the RIF and surplus, will there also be a window for general transfers this year?

No. Given the level of movement occurring via the RIF and surplus processes, a window for general transfers will not take place this year.

When will contracts be issued for employees not impacted by the RIF?

The first priority of the district is to notify all employees who are in a RIF status. That will take place in March and April. Contracted employees who are continuing their employment with the district can expect to receive an actual 2010-11 contract by **May 15**.

If I have questions, who do I contact?

Employees may speak with their principal if they have questions. Principals may direct employees to their assigned Human Resources staffing director if they need additional support handling employee questions or concerns.

Note: Additional information on the FY 2011 RIF and employee groups impacted can be found by reviewing the March 9 and 18, 2010 Board Agendas at <http://www.boarddocs.com/ga/fcss/Board.nsf>.

March 2010