

Downey Unified School District

CERTIFICATED PERSONNEL

REASSIGNMENT DUE TO REDUCTION IN FORCE

MAR 4115.3

When it becomes necessary to reassign or release an administrative employee from his/her position due to declining enrollment, reduction of services, internal District reorganization, or lack of funds, the Superintendent is responsible for recommending those administrative personnel scheduled for demotion. The Superintendent may take into account, but shall not be limited to, the following factors when making such decisions:

1. The educational needs of the District.
2. Employee qualifications.
3. Employee performance evaluations.
4. Requirements of the affirmative action program.
5. Length of service to the District.

The Superintendent or designee shall give written notice to the administrative employee scheduled for demotion. The notice shall include the following:

1. Notice of proposed action of demotion.
2. A written statement of the reasons for demotion if requested by the employee.