

**SUSPENSION OF ADMINISTRATIVE CONTRACTS (Non-disciplinary)**

The Board of Education recognizes that no contract entered into with a member of administrative staff in accordance with R.C. 3319.02 may be suspended for non-disciplinary reasons except in the manner provided herein. This policy was developed with input from the district's administrative staff.

The reasons for which the Board will consider suspending an administrator's contract are:

- A. A decrease in the enrollment of students in the district, whether in particular school(s) or program(s) or at a particular grade level(s) and regardless of whether such decrease in enrollment is from one (1) year to another or a general trend over a period of two (2) or more years;
- B. A return to duty of an administrator after a leave of absence;
- C. The suspension of schools or territorial changes affecting the district;
- D. Financial conditions affecting the district;
- E. Reorganization and/or consolidation of administrative functions;
- F. Lack of work and or abolishment of work;
- G. Changes in the curriculum or academic programs of the district;
- H. Loss of funding for a particular program, project or grant:

The following procedure will be followed in the event that the Board determines it is necessary to reduce its administrative staff through a suspension of contracts: In carrying out any suspension of contracts, the Board shall proceed to suspend contracts in accordance with the recommendation of the Superintendent who shall, within each employment service area affected (that is, in which a reduction will occur), determine the needs of the district. Demonstrated success and suitability for the available assignments shall be the primary considerations in such determination. Years of services in the district as an administrator shall also be considered, but shall not be the primary or overriding factor. The primary intent is to maintain educational and/or administrative goals and the fiscal integrity of the district. An employee suspended from one employment service area shall not displace any employee in another employment service area.

For the purpose of this policy, each separate administrative job title, as described on the most recent contracts issued to the administrators, shall be a separate "employment service area" and applies to all positions as listed in the Administrative Compensation Plan and the Administrative Special Area Compensation Plan. In making this determination, the district recognizes that no two administrative positions are interchangeable.

Any administrator whose contract is to be suspended under this policy shall be notified, in writing, of his/her intended suspension at least fifteen (15) CALENDAR DAYS PRIOR TO THE Board meeting at which the action is to be taken.

The suspension shall not become effective sooner than thirty (30) calendar days after said action.

Administrators whose contracts are suspended pursuant to this policy and who were employed by the district previously under a continuing contract as a teacher or who had a continuing contract as a teacher elsewhere prior to being employed by the district as an administrator and who has served the district for at least two (2) years, shall be offered a position in the district as a classroom teacher in his/her area of certification/licensure subject to the application of seniority and any other relevant provisions of the FEA agreement.

Administrators whose contracts are suspended shall be on the administrative recall list for a period of one year from the last day of active employment as an administrator by the district, unless the administrator has accepted, prior to such time, other comparable employment. The employee shall forfeit all rights of restoration thereafter.

Administrators who are on the administrative recall list shall have the right of recall to openings occurring in any administrative position for which the administrator is qualified and holds the appropriate certification/licensure. Qualifications for the position include not only the administrator's education and certification/licensure, but also his or her unique skills and abilities, work experience, and satisfactory performance in prior positions within the district. The primary factor in filling administrative positions will be the best interests of the district.

The Superintendent or designee shall notify any qualified employee of his/her right of restoration by written offer of employment by certified mail to the employee's most recent address on school records. It is the employee's obligation to keep his/her address and status of certification/licensure current on school district records. All employees are required to respond in writing, by certified mail to the Superintendent within seven calendar days of the posting of the letter from the Superintendent or designee. Any employee who fails to respond within seven calendar days, or who declines to accept the position, shall forfeit all rights of restoration to a position under R.C. 3319.02

"Administrator" as used in this policy includes assistant superintendents, principals, assistant principals, and other administrators, as defined in R.C. 3319.02.

Adopted 3/14/2011  
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