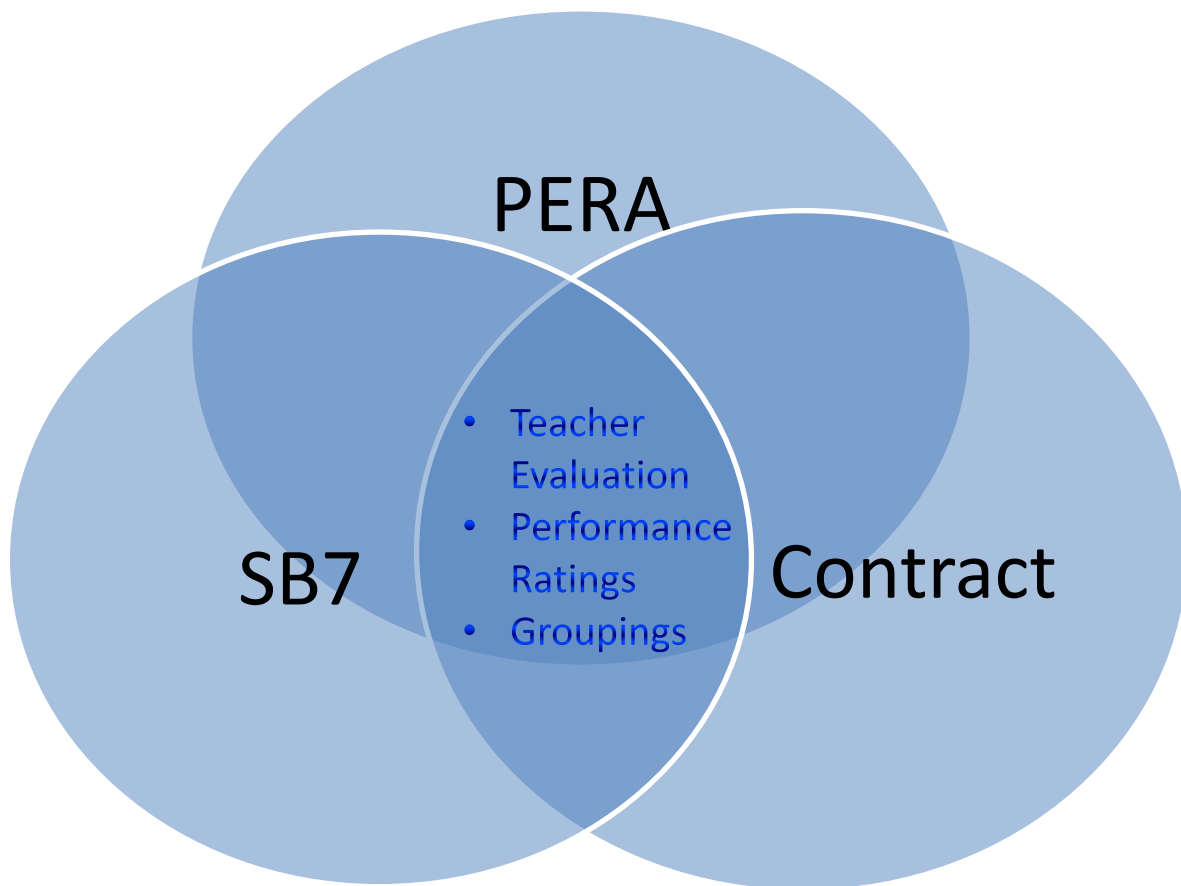


MATTOON COMMUNITY
UNIT SCHOOL DISTRICT #2

SEQUENCE OF HONORABLE DISMISSAL LIST
CERTIFICATED EMPLOYEE INFORMATION



What is the Sequence of Honorable Dismissal List?

Per the Professional Agreement between the Mattoon Education Association and the Mattoon Community Unit School District #2 Board of Education, reduction in force among Employees shall be consistent with 105 ILCS 5/24-12.

Section 24-12 states that each school district must, in consultation with its union, establish a Sequence of Honorable Dismissal List categorized by positions and Groups. Copies of this list must be distributed to the union at least 75 calendar days prior to the end of the school term. A teacher must receive written notice of being the subject of a reduction in force at least 45 calendar days before the end of the school year.

What is the RIF Joint Committee? What does the RIF Joint Committee do?

Section 24-12(c) requires that each school district and special education joint agreement use a joint committee composed of equal representation selected by the school board and its teachers (or if applicable the exclusive bargaining representative of its teachers) to address certain matters related to reductions in force. Per 105 ILCS 5/24-12 of the Illinois Administrative Code, the Joint Committee shall adhere to the following requirements:

1. Powers

The Joint Committee will have those powers provided by law.

2. Composition

The Joint Committee will include five (5) representatives of the employer to be appointed by the employer and five (5) representatives of the Association who are appointed by the Association. The parties will notify each other of the representatives no later than October 1 of each school term. The representatives shall remain on the Joint Committee until and unless one party notifies the other of a change in their appointments.

3. Meeting Schedule

The Joint Committee can meet at any mutually agreed to time beginning October 1st of each school term. However, if the Committee does not agree to any changes in the criteria by February 1 of that school term, then the criteria in place from the previous year shall remain in effect.

4. Decision

The Joint Committee shall make decisions by a majority vote of the appointed representatives of the committee.

Agreement by the RIF Joint Committee as to a matter requires a majority vote of all RIF Joint Committee members. If no agreement is reached on a matter, the statutory requirements apply. The RIF Joint Committee must reach agreement on a matter on or before February 1 of a school

year for the agreement of the RIF Joint Committee to apply to sequence of dismissal determined during that school year.

The MCUSD#2 RIF Joint Committee is made up of five Mattoon Education Association members and five Board appointed members. The RIF Joint Committee must consider:

- A. The Joint Committee must consider and may agree to Criteria for excluding from grouping 2 and placing into grouping 3 a teacher whose last two performance evaluations include a Needs Improvement and either a Proficient or Excellent rating.
- B. The Joint Committee must consider and may agree to an alternative definition for grouping 4, which definition must take into account prior performance evaluation ratings and may take into account other factors that relate to the school district's or program's educational objectives. An alternative definition for grouping 4 may not permit the inclusion of a teacher in the grouping with a Needs Improvement or Unsatisfactory performance evaluation rating on either of the teacher's last 2 performance evaluation ratings.
- C. The Joint Committee may agree to include within the definition of the performance evaluation rating a performance evaluation rating administered by a school district or joint agreement other than the school district or joint agreement determining the sequence of dismissal.
- D. For each school district or joint agreement that administers the performance evaluation ratings that are inconsistent with either of the rating category systems; the school district or joint agreement must consult with the joint committee on the basis for assigning a rating that complies with (the four categories required by law) to each performance evaluating rating that will be used in a sequence of dismissal.
- E. Upon request by a joint committee member submitted to the employing board by no later than 10 days after the distribution of the sequence of honorable dismissal list, a representative of the employing board shall, within 5 days after the request, provide to members of the joint committee a list showing the most recent and prior performance evaluation ratings of each teacher identified only by length of the service in the district or joint agreement and not by name.

Per P.A. 97-8, agreements of the joint committee require a majority vote of all committee members. Agreements of the joint committee do not go to the school board or the membership for approval. If the joint committee does not reach agreement by February 1st annually, the statutory definitions of the groupings are used.

How does the Sequence of Honorable Dismissal List and the RIF Joint Committee impact MCUSD#2 Certified Employees?

Certified employees are placed into groupings based on their last summative teacher evaluation rating. Values are assigned to each employee’s rating:

- Excellent = 4
- Proficient/Satisfactory = 3
- Needs Improvement = 2
- Unsatisfactory = 1

Rating values will result in teachers being categorized into one of four groupings.

What are the four Groupings?

Grouping 1:

Must consist of each teacher not in contractual continued service who has not received a performance evaluation rating.

Grouping 2:

Must consist of each teacher with a Needs Improvement (2) or Unsatisfactory (1) performance evaluation rating on either of the teacher’s last two performance evaluation ratings.

	Evaluation	Evaluation	Evaluation (most recent)		Grouping
Rating		4	2 or 1	=	2
		2 or 1	4	=	2
		3	2 or 1	=	2
		2 or 1	3	=	2
		2	2	=	2
		1	2 or 1	=	2

Dismissal within the group shall be based on the average performance evaluation rating. A teacher’s average performance evaluation rating must be calculated using the average of the teacher’s last 2 performance evaluation ratings, if 2 ratings are available, or the teacher’s last performance evaluation rating, if only one rating is available, using the following numerical values: 4 for Excellent, 3 for Proficient/Satisfactory, 2 for Needs Improvement, and 1 for Unsatisfactory.

Grouping 3:

Must consist of each teacher with a performance evaluation rating of at least Satisfactory or Proficient (3) on both of the teacher's last two performance evaluation ratings, if two ratings are available, or on the teacher's last performance rating, if only one rating is available, unless the teacher qualifies for placement into grouping 4.

	Evaluation	Evaluation	Evaluation (most recent)		Grouping
Rating		3	3	=	3
		3	4	=	3
		4	3	=	3
	1 or 2	4	4	=	3

Grouping 4:

Must consist of each teacher with two Excellent(4) performance evaluation ratings out of the teacher's last three performance evaluation ratings with a third rating of at least Satisfactory or Proficient (3).

	Evaluation	Evaluation	Evaluation (most recent)		Grouping
Rating		4	4	=	4
	3	4	4	=	4
	4	3	4	=	4
	4	4	3	=	4

How prior teacher evaluation ratings are converted to new SB 7 ratings prior to the 2012-2013 School Year?

Senate Bill 7 – MCUSD#2 Conversion Sheet

<u>Old Non-Tenured Teacher Rating</u>		<u>New SB 7 Rating Conversion</u>
(1) Recommended without Reservation	=	Excellent (4)
(2) Highly Recommend	=	Proficient (3)
(3) Recommended	=	Proficient (3)
(4) Not Recommended at this Time/ Recommended with Reservations	=	Needs Improvement (2)
(5) Not Recommended	=	Unsatisfactory (1)

<u>Old Tenured Teacher Rating</u>		<u>New SB 7 Rating Conversion</u>
(1) Excellent	=	Excellent (4)
(2) Satisfactory	=	Proficient (3)
(3) Unsatisfactory	=	Needs Improvement (2)
N/A	=	Unsatisfactory (1)

If the school district is reducing personnel in a particular position and there are more legally and otherwise qualified individuals on that position list than actually are teaching in that position, who gets reduced?

Teachers subject to reduction –in-force with honorable dismissal are those currently teaching in the position(s) to be reduced.

What are the Reduction in Force and Recall procedures for the Mattoon Community Unit School District #2?

Reduction in Force

If reduction in force is necessary, among employees in groupings three and four, continuous service shall control the order of reduction-in-force. Employees in group three will be reduced before teachers in group four.

A Continuous Service

1. Continuous service shall be measured as years of continuous unbroken service as an Employee in the provided, however, that less than full time service shall be computed on a pro-rata basis. Approved unpaid leave of absence shall be computed as follows: those teaching less than (1) semester of continuous days shall receive no credit. Those teaching more than one (1) semester of continuous days and less than one full year shall receive .5 years of credit. Credit for mandatory leaves of absence shall be in accordance with District records unless the teacher can substantiate otherwise. Ties in continuous service within a

Grouping shall be broken by the date of employment by action of the Board of Education. If two or more Employees were hired at the Same School Board meeting, and it is necessary to determine length of continuous service among them, then continuous service between those employees will be determined by lot where the Association and affected teachers will have the right to be present.

2. Prior to November 1 of each school year, the administration shall post in each attendance center and make available to the Association a listing of the computed continuous service of all Employees in the school district. The posting shall include a copy of the section A 1, and shall include with each Employee's name, their original date of hire and their computed continuous service. Each Employee shall have until November 15 or the first school day thereafter to file written objections to the continuous service computation which shall specify the alleged error in the continuous service computation, and the Employee cannot thereafter challenge the computation for that school year. The administration will post a final list no later than January 15 of each school year.

B. Sequence of Honorable Dismissal

1. Employees shall first be categorized into one or more positions which the Employee is qualified to hold based on legal qualifications and any other qualifications established in a district job description, such description being established on or before May 10 prior to the school year during which the sequence of dismissals is determined.

2. All Employees who meet the qualification and certification requirements for a position shall be placed into one of four Groupings for that position based on their performance evaluation such that:

- a. Grouping One shall consist of each teacher not in contractual continued service who has not received a performance evaluation rating.
- b. Grouping Two shall consist of each Employee with a "Needs Improvement" or "unsatisfactory" performance evaluation rating on either of the Employee's last two performance evaluation ratings.
- c. Grouping three shall consist of each teacher with a performance evaluation rating of at least "Satisfactory" or "Proficient" on both of the teacher's last 2 performance evaluation ratings, if 2 ratings are available, or on the teacher's last performance evaluation rating, if only one rating is available, unless the teacher qualifies for placement into grouping 4.

3. Annual Sequence of Honorable Dismissal List

- a. The District shall provide a copy of the initial Sequence of Honorable Dismissal List to the Association President at least 75 calendar days before the last day of the school term and will concurrently provide each Employee a notice of an showing the code for that person on the Sequence of Honorable Dismissal List so that Each Employee will be able to determine that Employee's standing on the Sequence of Honorable Dismissal List for that Employee.
- b. Employees Moved from Grouping One

No later than 45 days before the end of the school term, the administration shall provide the Association a list of Employees moved from Grouping One to another Grouping, because that employee received a performance evaluation rating between 75 and 45 days before the end of the school term.

C. Procedures for Reduction in Force

1. Right to Notice of Honorable Dismissal and Continuous Service

The Employees who are subject to reduction in force shall receive notice by certified mail, return receipt requested, or personal delivery with a receipt at least forty five (45) days before the end of the school term, together with a statement of honorable dismissal and the reason

2. Meeting with Affected Employees

The Administration will meet with the Employee or Employees whom the Administration will recommend be reduced in to discuss the reasons for its decision. A representative of the Association will be allowed to attend such meetings. The decision of the Administration shall be given to the Employee in writing.

D. Re-Employment Procedure after Lay-off

1. Recall Rights

Recall rights shall be in effect from the date of termination through one (1) calendar year from the beginning of the school term next following their dismissal.

2. Order of Recall

Employees Groupings Three and Four who were reduced in force shall be recalled to positions for which they are qualified in the reverse order of the reduction in force except that an employee who becomes certified or qualified for additional positions between the period of the reduction and the recall, shall be placed into the order of recall for that position based on her/his performance group and continuous service, so long as the employee has notified the Assistant Superintendent for Human Resources in writing of the additional certifications or change in certification and qualification prior to the date of recall for that position. To be eligible for recall, the employee must also meet District local qualifications, if any, as had been established by May 10 of the school year prior to the vacancy becoming available.

3. Recall Notice

The employer is responsible for sending notice to the first eligible Employee on the recall list. A copy of the “Re-Employment Procedure after Lay-off” section of this document will be enclosed with the notice. Notice will be sent to the last address on file with the employer. The Employee must give a written response postmarked within seven (7) days of receipt of the notice of vacancy.

4. Employee Recall Response

Any employee who fails to respond to a proper notice of a vacancy will be placed at the bottom of the recall list as it exists at the time. However, an employee may elect to be passed over, in which case the employee retains his/her position on the recall list and the employer will offer the position to the next eligible employee on the list. The employee may elect to be passed over by giving written notice to the employer within seven (7) days of receiving proper notice of vacancy.

5. Eligibility for Vacant Positions

Employees will be eligible for any vacant position for which they are legally certified and qualified, including any district qualifications and requirements. Any requirements which the District establishes relating to the recall, must have been in place on May 10th of the school year prior to the vacancy becoming available. The employer will provide copies to the Association of all job descriptions which list qualifications that were in effect on May 10th and will provide the Association with any proposed changes in said qualifications no later than April 10th of the year in which they are to be proposed.

Graph of Annual Timeline for Sequence of Honorable Dismissal List

