

**Layoff Guidelines**

1. The Superintendent or Designee will determine if layoff is needed due to budgetary reductions.
2. The Superintendent or Designee will determine where the reductions in administrative staffing are needed based on student enrollment, course requirements, and other factors that are in the best interests of the students and educational programs in Dearborn.
3. The Superintendent (or designee) will develop a layoff and recall list with rankings in accordance with Section 16 and 17 of the layoff and recall policy. The Superintendent will review the rankings of faculty and make a determination on appropriate reduction of administrators. This process will continue until all reductions are determined based on the rating system. The President of the ADSA will be consulted during this process. The Superintendent's designee will then submit recommendations to the Superintendent for board approved layoff based on the determination of the reduction of faculty.
4. Affected Administrators will receive layoff notices following approval by the board of education in accordance with state law.
5. The Superintendent will have the final say on all placement decisions.
6. The superintendent reserves the right to realign all faculty throughout the district in order to reduce the number of layoffs and/or in the best educational interest of the students and district educational model.

**Recall Guidelines**

1. The Superintendent or Designee will determine if recall is needed due to vacant positions.
2. The Superintendent (or designee) will develop a layoff and recall list with rankings in accordance with Section 16 and 17 of the layoff and recall policy. The Superintendent will review the rankings of faculty and make a determination on appropriate reduction of administrators. This process will continue until all vacancies are filled based on the rating system. The President of the ADSA will be consulted during this process.
3. Affected Administrators will receive recall notices following approval by the board of education in accordance with state law.
4. The Superintendent will have the final say on all placement decisions.
5. The Superintendent reserves the right to realign all faculty throughout the district in order to reduce the number of layoffs and/or in the best educational interest of the students and district educational model.

(Approved May 13, 2013)