

**REDUCTION IN FORCE (RIF) RECALL PROCEDURE**

1. Recall of persons affected by Policy GCPA (RIF) shall be as follows:
  - a) Personnel affected will be recalled based on seniority by years of service in Sweetwater County School District #1 and current certificate endorsement(s) by the Professional Teaching Standards Board.
  - b) Where it can be demonstrated that an individual is the only person who has the requisite qualifications to teach a course or provide a specialized service of a professional educational nature, seniority may not be the sole criteria for recall.
  - c) If an employee wishes to be considered for recall they must complete the Recall Request Form and return to the Office of Human Resources on or before May 1st.
  - d) Recall notification shall be made either in person or by registered mail, return receipt requested. The employee must submit acceptance of recall within fifteen (15) calendar days from the delivery date or date of registration of the recall offer. Failure to respond within fifteen (15) calendar days or rejection of the position offered eliminates all further recall rights.
  - e) Affected staff shall be recalled under these procedures only during the period beginning with the notification of termination through March 15th of the following school year.
  - f) Rehired personnel shall retain the appropriate salary step and all accrued benefits.