Clark County School District

# Fall 2025 Support Professionals Surplus and/or Reduction-in-Force (RIF) Process

***Frequently Asked Questions (FAQs)***

1. **When will employees know who may be impacted by surplus?**
   Administrators are scheduled to notify employees who are identified for surplus reassignment or whose months/hours will be reduced due to reorganizations, funding changes, elimination of programs, and changes in allocations on or before September 19, 2025.

2. **How does the Surplus and/or Reduction-in-Force (RIF) process work for support professional employees?**
   The Surplus and/or RIF process is outlined in Articles 24 and 25 in the Negotiated Agreement between the District and Education Support Employees Association ("Negotiated Agreement"), and its general purpose is to give those support professional employees with more Districtwide seniority the first opportunity to maintain comparable employment when positions are eliminated and/or layoffs imposed. The more Districtwide seniority an employee has, the better chance the employee has of maintaining employment, although in many cases in a different position, at a lower pay grade, with less months or hours, and/or at a different work location.

3. **How is Districtwide seniority determined?**
   Article 24-4-4 of the Negotiated Agreement provides: "District-wide seniority shall be based on the Employee's adjusted hire date. The adjusted hire date shall be determined by subtracting time not spent in regular active service from the original date of hire or from the most recently adjusted hire date."

4. **What happens if an employee is identified for surplus?**
   Article 24-6-4 of the Negotiated Agreement provides: "All Surplus Employees will meet on dates determined by the School District in one central location ("Surplus Reassignment Meeting"), or be contacted individually, to select from all available positions for which they are Qualified at equal or lower pay grades in order of Districtwide seniority." The Surplus Reassignment Meeting(s) has been scheduled for October 22, and October 23, 2025.

5. **Is it the employee's responsibility to establish eligibility for placement in an appropriate QSP?** Yes. However, support professional employees may automatically qualify for positions within the same job family that are at a lateral or lower pay grade, provided the minimum qualifications for the lateral or lower positions are the same or less than the minimum qualifications for the position currently held, as determined by Human Resources. If an employee does not qualify for a position, it is the employee's responsibility to establish eligibility for placement in that position's Qualified Selection Pool prior to the Surplus Reassignment Meeting.

Identified surplus employees and employees in job families whose position (months/hours and paygrade) who may be impacted by the surplus process and potential RIF, will be contacted by HR and given the opportunity to submit documentation to request to be placed on additional QSPs from October 6 through October 10 , 2025. All required documents listed in the position requirements of the job description must be provided.

6. **What happens at the Surplus Reassignment Meeting?**
   Article 24-6-6 (a) and (b) of the Negotiated Agreement outlines the surplus process.

   At the Surplus Reassignment Meeting a surplus employee may, based on District Wide seniority:

   a) Surplus Employees first must select an authorized, lateral, vacant position for which they are Qualified, and will have, from the effective date of the Surplus Reassignment, a one (1) year right to return to the same position in the department or school where they were previously assigned.
      1) If a Surplus Employee declines an authorized, lateral, vacant position for which he/she is Qualified, the Surplus Employee has, in effect, resigned from the Clark County School District on the effective date of the Surplus Reassignment.
      2) If a Surplus Employee declines an authorized, lateral, vacant position for which he/she is Qualified, the Surplus Employee may seek a voluntary transfer prior to the effective date of the Surplus Reassignment but will have no other rights as provided by this Article or Article 26.
   b) If there are no authorized, lateral, vacant positions for which a Surplus Employee is Qualified, the Surplus Employee may select an authorized, non-lateral, vacant position, and will have, from the effective date of the Surplus Reassignment, a two (2) year right to return to:
      1) the same position in the department or school where he/she was previously assigned;
      2) a position in the same job family for which he/she is Qualified at any work location that is lateral to the same position; or
      3) a non-lateral position in the same job family for which they are Qualified at any work location.

7. **If an employee selects a position during the Surplus Reassignment Meeting, is the employee protected from losing that selected position should a RIF occur?**
   No. The employee may still be “replaced” or reduced-in-force (terminated) by a more senior employee during a RIF.

8. **What if an employee is currently receiving an accommodation through the Americans with Disabilities Act (ADA)? Does the employee lose their accommodations?**
   No. A Surplus and/or RIF reassignment will not impact an employee’s accommodations through ADA. The employee will collaborate with their new site administrative team regarding their accommodation needs.

9. **Should the District implement a Reduction-In-Force, when will support professional employees know who is impacted by a RIF?**
   Article 25-2 of the Negotiated Agreement provides: “Whenever possible, Employees who may be impacted by a RIF shall be notified at least twenty (20) School Days prior to the

effective date of the RIF." Should the District determine that a RIF is actually necessary, it is anticipated that official notifications of the actual impact of the RIF will be sent by the Human Resources Division staff to schools/departments via email before the end of the school year.

10. **During a RIF reassignment, can an employee be placed or "bumped" into a position that the employee never held?**
    Yes. During a RIF reassignment, an employee may be placed or "bumped" into a position for which the employee is qualified and eligible within the employee's job family. This position may be a position never held by the employee.

11. **During a RIF reassignment, can an employee be placed or "bumped" into a position in a different job family?**
    No. In accordance with Article 25-7, during a RIF reassignment, an employee may not be placed or "bumped" into a position in a different job family.

12. **If an employee is reassigned to a position never held as a result of the RIF, will training be available to better prepare the employee to assume the duties of the new position?**
    Yes. The Human Resources Division may arrange training for identified positions. Employees reassigned as a result of the RIF should contact Human Resources at (702) 799-2992 directly, for scheduling information. Additionally, available training will be posted via Google. Visit ELMS at learn.ccsd.net to view available training.

13. **What happens if I receive a termination notice from the District as a result of the RIF?**
    In accordance with Article 25-9, when no position is available at a lateral or lower pay grade within the job family, an employee who is terminated as a result of the RIF may select from remaining District vacant positions in a different job family at a lateral or lower pay grade for which the employee is qualified and eligible for placement in an appropriate qualified selection pool. This selection process will be conducted during a RIF Vacancy Meeting, provided vacant positions remain after the RIF placement process.

14. **Can an employee paid from funds other than the general fund "replace" an employee paid from the general fund?**
    Yes. If an employee who is paid from funds other than the general fund has more Districtwide seniority and is qualified and eligible, the employee may "bump" an employee paid from the general fund.

15. **Will employees who are currently on Family Medical Leave (FMLA) or pending approval for FMLA be protected from the Surplus/Reduction-in-Force?**
    No. Employees currently on or pending approval of FMLA are still subject to the Surplus and/or RIF process.

16. **If an employee currently on FMLA is reassigned as a result of the Surplus and/or Reduction-in-Force process, will the employee be required to reapply for FMLA?**
    No. A Surplus and/or RIF reassignment will not impact an employee's FMLA status. Notification of the employee's FMLA status will be forwarded to the employee's new work site.

17. **How will the Surplus and/or Reduction-in-Force process impact employees who are currently on a Leave of Absence?**
    Employees on Maternity Leave will be subject to the Surplus and/or RIF process because these employees are considered active. Employees on Workers' Compensation Leave or Military Leave of Absence may be subject to the Surplus and/or RIF process if the employee's position is being retained for that employee. Employees on Medical Leave, Employee Necessity Leave, or a Professional Leave of Absence will not be subject to the Surplus and/or RIF process because these employees are considered inactive until the employee is reinstated. However, it is important to understand that employees who were reassigned or terminated as a result of the Surplus and/or RIF process have placement priority over inactive employees.

18. **If a post-probationary employee is terminated as a result of a RIF, what rights does the employee have to return to the District?**
    If no position is available for which the Employee is qualified and eligible and the Employee is terminated from the District, the Employee will have a two (2) year right to return to the position eliminated (previously held) or a vacancy (lateral to or at a lower range to the position held before the Employee's RIF) for which the Employee is qualified and on an appropriate qualified selection pool. This right to return may only be exercised once. It is the responsibility of the Employee to notify the appropriate administrator, Human Resources, of the desire to return before an advertised position, for which the Employee is qualified, closes. If more than one employee exercises his/her "right to return" to a position, the employee with more districtwide seniority will be entitled to the position. Also, if the employee initiates his/her "right to return" to a particular position, is deemed to be entitled to the position, but then later declines to accept the position, the employee waives his/her "right to return" to any position.

19. **If an employee serving initial probation is terminated as a result of a RIF, what rights does the employee have to return to the District?**
    Employees serving an initial probationary period with CCSD are not entitled to the same employment rights as a regular status, post-probationary employee; and as such have no return rights as outlined in Article 25 of the Negotiated Agreement between the District and ESEA. Additionally, as prescribed by CCSD Regulation 4293 Paragraph G, "The District may terminate a probationary employee at any time during their initial probationary period with the District with or without cause." Employees will remain in the QSP and are eligible to compete for positions for which they are qualified during the competitive interview/selection process once EXTERNAL AND IN-DISTRICT vacancies are advertised. If selected for a position, the selected employee will begin a new 6-month initial probationary period.

20. **How does an employee's "right to return" affect the process for filling a vacancy, and how much notice will be given to the hiring administrator if an employee will be exercising a "right to return" and taking the position?**
    The process for filling a vacant support professional position will remain unchanged. The administrator will submit the required requisition form to Human Resources. However, if an employee who is impacted by the RIF is eligible for the vacant position and exercises his/her "right to return" to that vacant position, Human Resources will provide notice via email to the appropriate administrator at least ten (10) working days prior to the employee taking the position.

21. **How will employee medical benefits be affected by the RIF process? Benefit payments differ based upon the employee's assignment. Employees should contact the CCSD Benefits Office at (702) 799-5418 for answers to questions regarding benefits.**

22. **Is an employee who has been terminated as a result of a reduction in force eligible for unemployment benefits?**
    Individual eligibility for unemployment benefits is determined by the Nevada Department of Employment, Training, and Rehabilitation (DETR). Support professional employees who have been terminated may contact the Nevada DETR directly at (888) 890-8211 (toll-free) or at (702) 486-0350 to discuss their particular case. The Nevada DETR can also be accessed online at http://ui.nv.gov for unemployment claims.