



Clark County School District

Fall 2025 Licensed Professionals

Surplus and Reduction in Force (RIF) Processes

Anticipated Questions (AQs)

1. How does the surplus process work for licensed employees?

Article 35-3(A) of the Negotiated Agreement between CCEA and CCSD states, "An involuntary transfer may be initiated due to a decline in enrollment, closing of a school, failure to meet enrollment projections, or a change in the student/staff allocation formulas. Involuntary transfers will be in accordance with the provisions of this Article."

Article 35-3-1(E) states, "A list of all vacancies in the School District shall be provided to each teacher who will participate in the involuntary placement process. All teachers identified for involuntary transfer shall meet in one central location to choose, in order of seniority ranking, an assignment for which they are licensed from the list of vacancies."

2. How does the Reduction-in-Force (RIF) process work for licensed employees?

NRS 288.151 mandates the process to determine which employees must be reduced in force. When not inconsistent with this statutory provision, the terms of the CCEA Negotiated Agreement apply.

In general, NRS 288.151 sets forth a hierarchy of criteria to consider in determining which employees must be reduced in force. The criteria include evaluation ratings, records of suspensions, other relevant factors, and then seniority. When comparing employees to determine which will be reduced in force, CCSD must apply this criteria in order.

3. How is Districtwide seniority determined?

Article 30-3 states, "Districtwide seniority shall be defined as the total length of continuous service with the District for purposes of longevity payments. For all other purposes, seniority shall be the length of seniority in licensed service. The effective date in determining districtwide seniority shall be on the original date of employment with the School District except for employees whose employment has been terminated either voluntarily or involuntarily. If a terminated employee is rehired by the School District, the seniority date will be determined by the first date of hire after the termination unless the employee is rehired within one year, in which case the employee will retain seniority as of the original hire date."

- (a) "Date of employment" shall be defined as the first day the employee reported to work for pay in the Clark County School District.
- (b) Teachers who are laid off may elect to be placed in a vacant support staff position in accordance with their qualifications provided that there are no support staff employees having priority for the vacant position. Teachers placed in a support staff position will be placed no higher than Step C of the range of the job classification

depending upon their training and qualification.

- (c) Teachers who are laid off and do not receive a support staff position shall receive priority for substitute assignments at the current substitute rate of pay, and shall be on substitute status and will be employed in accordance with School District Regulation (Assignments: Substitute Teachers) and Policy (Employment of Substitutes and Part-Time Employees)."

4. What happens at the Surplus Reassignment Meeting?

At the Surplus Reassignment meeting, Surplus Employees, based on District-Wide seniority, must select an authorized vacant position for which they are qualified.

- (a) If a Surplus Employee declines an authorized 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.

Article 35-3-2 states, "In the event that there is no vacancy available for which the teacher subject to involuntary transfer is licensed, the provisions of Article 30 (RIF) will apply."

5. 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 reduced in force as a result of another employee replacing the employee through the RIF process.

6. What if an employee is currently receiving an accommodation through the Americans with Disabilities Act (ADA)? Does the employee lose their accommodations?

No, an employee does not necessarily lose their ADA accommodation due to a Surplus and/or RIF; however, there may be circumstances where an employee impacted by a Surplus and/or RIF reassignment will need to work with the Human Resources Office of Diversity and Affirmative Action/ADA (ODAA), if their Surplus/RIF reassignment results in them being placed into a position they are unable to fully perform due to their ADA condition.

7. When will Licensed professional employees know who is impacted by a RIF?

Upon completion of the RIF process, affected employees and site administrators will receive official notification from the Human Resources Unit.

8. As a result of the RIF process, can an employee be placed or "bumped" into a position that the employee never held?

Yes. As a result of the RIF process, an employee may be placed or "bumped" into a position for which the employee is qualified and eligible based on the employee's license.

9. If an employee is reassigned to a position never held as a result of the RIF process, will training be available to better prepare the employee to assume the duties of the new

position?

Yes. Professional development opportunities will be provided through the Leadership and Professional Development Unit and the Student Services Division.

10. What happens if I am terminated from the District as a result of the RIF process?

Article 30-7 states, "Whenever possible, teachers who are to be laid off hereunder shall receive at least thirty (30) days written notice of such layoff."

Article 30-8 states, "Disputes regarding employees who have received written notice of an impending layoff as a result of a reduction in force shall be processed in an expedited manner. Disputes regarding recall shall also be handled in an expedited manner."

Article 30-9 states, "Released teachers shall be placed on leave of absence with no obligation by the School District to rehire after the expiration of two (2) school calendar years. Each teacher placed on leave of absence as aforementioned shall be reinstated in reverse order to reduction for new positions opening for which the teacher is certified and qualified. The School District shall notify teachers placed on leave of absence of subsequent vacancies by certified mail to the last address registered by the teacher with the School District personnel office."

11. Will employees who are currently on Family Medical Leave (FMLA) or pending approval for FMLA be protected from the Surplus/RIF?

No. Employees currently on or pending approval of FMLA are all still subject to the Surplus and/or RIF processes.

12. How will the Surplus and/or RIF processes impact employees who are currently on a Leave of Absence?

Employees on Maternity Leave are subject to the Surplus and/or RIF processes 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 processes. Employees on Medical Leave, Employee Necessity Leave, or a Professional Leave of Absence will not be subject to the Surplus and/or RIF process, as these employees are considered inactive until they are reinstated. However, it is important to understand that employees who were reassigned or terminated as a result of the Surplus and/or RIF processes have placement priority over inactive employees.

13. If a post-probationary employee is terminated as a result of the RIF process, what rights does the employee have to return to the District?

Article 30-9 states, "Released teachers shall be placed on leave of absence with no obligation by the School District to rehire after the expiration of two (2) school calendar years. Each teacher placed on leave of absence as aforementioned shall be reinstated in reverse order to reduction for new positions opening for which the teacher is certified and qualified. The School District shall notify teachers placed on leave of absence of subsequent vacancies by certified mail to the last address registered by the teacher with the School District personnel office."

14. Is an employee who has been terminated as a result of the RIF process eligible for unemployment benefits?

Individual eligibility for unemployment benefits is determined by the Nevada Department of Employment, Training, and Rehabilitation (DETR). Licensed 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://nui.nv.gov> for unemployment claims.