

## **CLASSIFIED STAFF LAYOFF AND RECALL PROCEDURE (CLS-P004)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This procedure outlines the process of layoff and recall of classified staff employed by Clarksville-Montgomery County School System.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Human Resources Director and department administrators/supervisors

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Schools

### **4.0 DEFINITIONS:**

- 4.1 None.

### **5.0 PROCEDURE:**

- 5.1 The Director of Schools and appropriate department administrators/supervisors determine when a reduction in the number of classified staff employees is necessary. This is done through the budget process.
- 5.2 The Human Resources Director classifies positions within the classified staff.
- 5.3 Temporary and/or probationary employees in the affected group classification are laid off first.
- 5.4 Least senior employees are removed from the affected sub-classification.
- 5.5 Employees without assignment select their assignment based on experience and qualifications; in seniority order from the vacancies existing in their sub-classification at that time.
- 5.6 If no vacancies exist within the employee's classification or sub-classification, an employee may bump within the same grade or to a junior grade. The employees have the right to exercise the bump or to accept the layoff until recalled.
  - 5.6.1 Employees may bump within classification or to a lower sub-classification provided they are fully qualified for the position.
  - 5.6.2 Employees who have held positions in other classifications at a prior time in their present employment period and remain fully qualified for the position in question may bump into that classification provided there is not a position for him or her in his or her present classification.
  - 5.6.3 An employee may not bump to a higher grade position unless they have held that position successfully.

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- 5.6.4 Least senior employees who are displaced can bump into any sub-classification within his or her group classification on a system wide basis in which he or she is qualified provided that the bump is in direct line beneath the sub-classification presently held by the employee and provided the least senior employee in that sub-classification is bumped.
- 5.7 Least senior employees, who remain unplaced after the reduction in the required classifications and bumping is completed, are laid off without loss of seniority.
- 5.8 When the workforce is increased after a layoff, a recall of employees in the reverse order of the layoff procedure will be followed.
  - 5.8.1 A laid-off employee may remain on the recall list for two (2) years from the last date of layoff.
- 5.9 Notice of recall will be sent to the employee at his/her last known address by certified mail.
  - 5.9.1 It is the employee's responsibility to furnish the Human Resources Office with his/her current address whether permanent or temporary.
- 5.10 If the employee declines the offer or fails to report to work within ten (10) days of written notice by certified mail, it will be determined that he/she has declined the offer of re-employment and the employee will be removed from the recall list.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Group Classification Layoff Chart, Attachment A
- 6.2 Classified Staff Layoff and Recall Administrative Policy (HUM-A045)

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Personnel file	HR Department	Permanent	Permanent	Secured Building

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/02/05		Initial Release
3/17/10	A	Attachment A revised, logo updated
3/31/10	B	Attachment A revised
2/16/11	C	Attachment A revised

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**9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

**\*\*\* End of Procedure \*\*\***

**Layoff & Recall List      Effective July 1, 2010**

Class Code	Sub Class Code	Classification Group	Assignment Code	Job Title	Grade
I	a	DATA PROCESSING	C173	NETWORK MANAGER	M
I	a	DATA PROCESSING	C177	STUDENT INFO SYSTEM COORDINATOR	H
I	b	DATA PROCESSING	C171	SR. COMPUTER NETWORK TECH	K
I	b	DATA PROCESSING	C139	COMPUTER NETWORK TECH	J
I	b	DATA PROCESSING	C205	DESK TOP SUPPORT TECH	H
I	c	DATA PROCESSING	C146	COMPUTER REPAIR TECH	H
I	c	DATA PROCESSING	F124	COMPUTER OPER COOR-CHILD NUTRITION	H
I	c	DATA PROCESSING	C193	HELP DESK TECH	F
II	a	ACCT & BOOKKEEPING	C166	ACCOUNTANT- FEDERAL PROJECTS	J
II	a	ACCT & BOOKKEEPING	C189	ACCOUNTANT- PAYROLL/RECON	J
II	a	ACCT & BOOKKEEPING	C163	ADMINISTRATIVE SPECIALIST- Finance	J
II	a	ACCT & BOOKKEEPING	C159	ADMINISTRATIVE ANALYST	J
II	a	ACCT & BOOKKEEPING	C160	ACCOUNTING SPECIALIST	I
II	a	ACCT & BOOKKEEPING	C185	SENIOR ACCT'G TECH	H
II	a	ACCT & BOOKKEEPING	C200	ACCOUNTING TECHNICIAN II	H
II	b	ACCT & BOOKKEEPING	C201	PAYROLL OFFICER	H
II	b	ACCT & BOOKKEEPING	C127	ACCT'G ASSOC-CHILD NUTRITION	H
II	b	ACCT & BOOKKEEPING	C102	FREE & REDUCED LUNCH CORD	F
II	b	ACCT & BOOKKEEPING	C195	ACCOUNTING TECH ( 4 HRS)	F
II	b	ACCT & BOOKKEEPING	C206	ACCOUNTING TECH- BUS OFFICE (4 HRS)	F
II	c	ACCT & BOOKKEEPING	C204	ACCOUNTING TECH/ISA PAYROLL	G
II	c	ACCT & BOOKKEEPING	P102	ACCOUNTING TECH- ISA 220	G
II	c	ACCT & BOOKKEEPING	P117	ACCOUNTING TECH ISA 215	G
II	c	ACCT & BOOKKEEPING	P123	ACCOUNTING TECH ISA 220 4 HOUR	G
II	c	ACCT & BOOKKEEPING	P125	ACCOUNTING TECH ISA 215 4 HOUR	G
III	a	ADMINISTRATIVE SERVICES	C136	CERT. EMPLOYMENT REP	I
III	a	ADMINISTRATIVE SERVICES	C184	OJI/NURSE CONSULTANT	I
III	a	ADMINISTRATIVE SERVICES	C176	HR ASSOCIATE-BENEFITS	I

III	a	ADMINISTRATIVE SERVICES	C190	HR ASSOCIATE - CERTIFIED	H
III	a	ADMINISTRATIVE SERVICES	C104	HR ASSOCIATE-BENEFITS-INS. TRUST	H
III	a	ADMINISTRATIVE SERVICES	C168	CLASSIFIED EMPLOYMENT REPRESENTATIVE	H
III	a	ADMINISTRATIVE SERVICES	C180	HR ASSOCIATE-OJI SPECIALIST	H
III	a	ADMINISTRATIVE SERVICES	C116	ADMIN ASST III- HR	G
III	a	ADMINISTRATIVE SERVICES	C179	HR ASSOCIATE- CLASSIFIED	G
III	b	ADMINISTRATIVE SERVICES	C178	ACCOUNTABILITY ASS'T	G
III	b	ADMINISTRATIVE SERVICES	P104	ADMIN ASST.III- TECHNOLOGY	G
III	b	ADMINISTRATIVE SERVICES	C129	ADMIN ASST. III- CHILD NUT	G
III	b	ADMINISTRATIVE SERVICES	C138	ADMIN ASST. III- INSTRUCTION	G
III	b	ADMINISTRATIVE SERVICES	C181	ADMIN ASST. III SPECIAL ED	G
III	b	ADMINISTRATIVE SERVICES	R121	MAINTENANCE COORDINATOR	G
III	b	ADMINISTRATIVE SERVICES	C203	STUDENT WELLNESS PROGRAM COORD	G
III	b	ADMINISTRATIVE SERVICES	C186	INFORMATION & RECORDS SPECIALIST	F
III	b	ADMINISTRATIVE SERVICES	C197	ADMIN ASST.II-DIRECTORS OFFICE	F
III	b	ADMINISTRATIVE SERVICES	C175	ADMIN ASST. II- SP ED TECHNOLOGY	F
III	b	ADMINISTRATIVE SERVICES	C202	ADMIN ASST.II- SP ED	F
III	b	ADMINISTRATIVE SERVICES	C119	ADMIN ASST. II STUDENT SERVICES	F
III	b	ADMINISTRATIVE SERVICES	C167	ADMIN ASST. II- STUDENT SERVICES	F
III	b	ADMINISTRATIVE SERVICES	C120	ADMIN ASST. II PSY SERVICES	F
III	b	ADMINISTRATIVE SERVICES	C172	CENSUS MONITOR-PSYCH SERVICES	F
III	b	ADMINISTRATIVE SERVICES	C174	ADMIN ASST II- VOC/FEDERAL FUNDING	F
III	b	ADMINISTRATIVE SERVICES	T138	ADMIN ASST II- TRANSPORTATION	F
III	b	ADMINISTRATIVE SERVICES	P103	ADMIN ASST. II- TEACHERS CENTER	F
III	b	ADMINISTRATIVE SERVICES	P106	ADMIN ASST. II- FACILITIES	F
III	b	ADMINISTRATIVE SERVICES	T136	ADMIN ASST.II VEHICLE MAINT	F
III	b	ADMINISTRATIVE SERVICES	R122	WORK CONTROL ASSOCIATE	F
III	c	ADMINISTRATIVE SERVICES	C198	ADMIN ASS'T I- INSTRUCTION	E
III	c	ADMINISTRATIVE SERVICES	P121	ADMIN ATT I- ALTERNATIVE SCHOOL	E
III	c	ADMINISTRATIVE SERVICES	P119	ADMIN ASST. I- AUX LEARNING CTR	E
III	c	ADMINISTRATIVE SERVICES	P120	ADMIN ASST I- ADULT ED	E
III	c	ADMINISTRATIVE SERVICES	C152	ABE ASSESSMENT/COORDINATOR/REC.	E
III	c	ADMINISTRATIVE SERVICES	C194	TESTING ASSISTANT	E
III	d	ADMINISTRATIVE SERVICES	P126	ADMIN ASST. I- ATTENDANCE	E

III	d	ADMINISTRATIVE SERVICES	P115	ADMIN ASST. I - 220	E
III	d	ADMINISTRATIVE SERVICES	P116	ADMIN ASST. I 215	E
III	d	ADMINISTRATIVE SERVICES	P124	OFFICE ASSISTANT/ 196 DAY	E
III	d	ADMINISTRATIVE SERVICES	P129	ADMIN ASST. PAES LAB 196 DAY	E
III	d	ADMINISTRATIVE SERVICES	P122	ADMIN ASST. I 220 4 HOURS	E
IV	a	COMMUNICATIONS SERVICES	C199	WEBCAST VIDEO PRODUCER	I
V	a	JOB COACH	B138	JOB COACH ( 12 MONTH)	F
V	a	JOB COACH	B137	JOB COACH ( 10 MONTH)	F
V	b	EDUCATIONAL ASSISTANT	B109	EDUCATIONAL ASS'T-SIGN/LGE/INT.	F
V	c	EDUCATIONAL ASSISTANT	B105	EDUCATIONAL ASSISTANT-ELL	F
V	c	EDUCATIONAL ASSISTANT	B127	EDUCATIONAL ASSISTANT-ELL	F
V	c	EDUCATIONAL ASSISTANT	B122	EDUCATIONAL ASSISTANT-ELL	F
V	d	EDUCATIONAL ASSISTANT	B103	MEDIA ASSISTANT 7 hr	E
V	e	EDUCATIONAL ASSISTANT	B125	EDUCATIONAL ASSISTANT-PRESCHOOL	E
V	e	EDUCATIONAL ASSISTANT	B126	EDUCATIONAL ASSISTANT-PRESCHOOL	E
V	e	EDUCATIONAL ASSISTANT	B111	EDUCATIONAL ASSISANT-PRESCHOOL	E
V	e	EDUCATIONAL ASSISTANT	B132	EDUCATIONAL ASSISTANT-PRESCHOOL (LOTTERY)	E
V	e	EDUCATIONAL ASSISTANT	B136	EDUCATIONAL ASSISTANT-PRESCHOOL (STIM)	E
V	e	EDUCATIONAL ASSISTANT	B139	EDUCATIONAL ASSISTANT LOTTERY PREK (7.5 HRS)	E
V	f	EDUCATIONAL ASSISTANT	B134	EDUCATION ASS'T SP/LANG/PATH	E
V	f	EDUCATIONAL ASSISTANT	B130	EDUCATIONAL ASS'T-SP/LANG/PATH	E
V	g	EDUCATIONAL ASSISTANT	B140	EDUCATIONAL ASSISTANT PAES LAB (6.5 HRS)	E
V	g	EDUCATIONAL ASSISTANT	B104	ED. ASS'T/MULTI-DISABLED	E
V	g	EDUCATIONAL ASSISTANT	B120	ED. ASS'T/MULTI-DISABLED	E
V	g	EDUCATIONAL ASSISTANT	B121	ED. ASS'T/MULTI-DISABLED	E
V	h	EDUCATIONAL ASSISTANT	B102	EDUCATIONAL ASSISTANT-SP. ED.	E
V	h	EDUCATIONAL ASSISTANT	B118	EDUCATIONAL ASSISTANT-SP. ED.	E
V	h	EDUCATIONAL ASSISTANT	B119	EDUCATIONAL ASSISTANT-SP. ED.	E
V	h	EDUCATIONAL ASSISTANT	B135	EDUCATIONAL ASSISTANT SP.ED STIM	E
V	i	EDUCATIONAL ASSISTANT	B101	EDUCATIONAL ASSISTANT	E
V	i	EDUCATIONAL ASSISTANT	B114	EDUCATIONAL ASSISTANT-TITLE I	E
V	j	EDUCATIONAL ASSISTANT	B131	CAFETERIA MONITOR	B

V					
	a	HEALTH SERVICES	P112	RN SCHOOL NURSE SUPERVISOR	K
VI	b	HEALTH SERVICES	P111	SCHOOL NURSE-LPN	G
VI	b	HEALTH SERVICES	P113	SCHOOL NURSE-LPN	G
VI	b	HEALTH SERVICES	P127	FLOAT NURSE	G
VI	b	HEALTH SERVICES	P130	ONE-ON-ONE SCHOOL NURSE (5 hrs)	G
VII	a	FACILITIES	C148	ASST FACILITY MGR-CONSTRUCTION	L
VII	a	FACILITIES	C191	ASST FACILITY MGR-CAP/SPECIAL PROJ	L
	a	MAINTENANCE SUPERVISORY	R108	GENERAL FOREMAN MAINTENANCE	K
VIII	a	MAINTENANCE SUPERVISORY	R113	ASSISTANT FOREMAN MAINTENANCE	I
VIII	a	MAINTENANCE SUPERVISORY	R142	MAINTENANCE DISPATCHER	I
VIII	b	MAINTENANCE-BLDG	R118	MASTER PLUMBER	I
VIII	b	MAINTENANCE-BLDG	R111	ENERGY/FIRE PROT SPECIALIST	H
VIII	b	MAINTENANCE-BLDG	R116	PLUMBER WASTE WATER OPERATOR	H
VIII	b	MAINTENANCE-BLDG	R135	PEST CONTROL SPECIALIST	G
VIII	b	MAINTENANCE-BLDG	R137	SR. CABINET MAKER	G
VIII	b	MAINTENANCE-BLDG	R103	CABINET MAKER	F
VIII	c	MAINTENANCE-HVAC/BOIL-CHILL	R124	SR. BOILER/CHILLER TECH	I
VIII	c	MAINTENANCE-HVAC/BOIL-CHILL	R127	BOILER/CHILLER TECHNICIAN	H
VIII	c	MAINTENANCE-HVAC/BOIL-CHILL	R129	HVAC TECHNICIAN	H
VIII	c	MAINTENANCE-HVAC/BOIL-CHILL	R106	HVAC MECHANIC	G
VIII	c	MAINTENANCE-HVAC/BOIL-CHILL	R138	BOILER/CHILLER OPERATOR	F
VIII	d	MAINTENANCE-ELECT & MECH	R101	SR ELECTRONIC REPAIR TECH	H
VIII	d	MAINTENANCE-ELECT & MECH	R105	ELECTRICIAN	H
VIII	d	MAINTENANCE-ELECT & MECH	R102	ELECTRONIC REPAIR TECHNICIAN	G
VIII	d	MAINTENANCE-ELECT & MECH	R109	FOOD SERVICE EQ. REPAIR TECH.	G
VIII	d	MAINTENANCE-ELECT & MECH	R141	REFRIG REPAIR TECHNICIAN	G
VIII	e	MAINTENANCE-BLDG & GRDS	R119	SR. HEAVY EQUIPMENT OPERATOR	G
VIII	e	MAINTENANCE-BLDG & GRDS	R125	SR. BUILDING MAINTENANCE TECH	G
VIII	e	MAINTENANCE-BLDG & GRDS	R104	SMALL ENGINE REPAIR TECH	F
VIII	e	MAINTENANCE-BLDG & GRDS	R115	BUILDING MAINTENANCE TECH	F
VIII	e	MAINTENANCE-BLDG & GRDS	R130	HEAVY EQUIPMENT OPERATOR	F

VIII	e	MAINTENANCE-BLDG & GRDS	R107	SMALL ENGINE REPAIRMAN	E
VIII	e	MAINTENANCE-BLDG & GRDS	R120	LIGHT EQ. OP/GROUNDS KEEPER	E
VIII	e	MAINTENANCE-BLDG & GRDS	R131	PARTS CLERK	F
VIII	e	MAINTENANCE-BLDG & GRDS	R115	BUILDING MAINTENANCE TECH- PART-TIME	F
VIII					
	a	CUSTODIAL SERVICES	R133	GENERAL FOREMAN-CUSTODIAL OP.	H
IX	b	CUSTODIAL SERVICES	O101	LEAD CUSTODIAN	F
IX	b	CUSTODIAL SERVICES	O102	CUSTODIAN	D
IX	b	CUSTODIAL SERVICES	O111	CUSTODIAN - 200 DAY	D
IX					
	a	FOOD SERVICE	F125	FOOD SERVICE FIELD SUPERVISOR	I
X	a	FOOD SERVICE	F127	FOOD SERVICE EQUIPMENT FIELD MGR	I
X	a	FOOD SERVICE	F107	FOOD SERVICE FIELD MANAGER	H
X	a	FOOD SERVICE	F106	CAFETERIA MANAGER III	H
X	a	FOOD SERVICE	F108	CAFETERIA MANAGER II	G
X	a	FOOD SERVICE	F105	CAFETERIA MANAGER I	F
X	a	FOOD SERVICE	F109	CAFETERIA MANAGER TRAINEE	D
X	b	FOOD SERVICE	F101	FOOD SERVICE ASSISTANT	C
X	b	FOOD SERVICE	F111	FOOD SERVICE ASSISTANT	C
X	b	FOOD SERVICE	F115	FOOD SERVICE ASSISTANT	C
X	b	FOOD SERVICE	F116	FOOD SERVICE ASSISTANT	C
X	b	FOOD SERVICE	F117	FOOD SERVICE ASSISTANT	C
X	b	FOOD SERVICE	F118	FOOD SERVICE ASSISTANT	C
X	b	FOOD SERVICE	F121	FOOD SERVICE ASSISTANT	C
X	b	FOOD SERVICE	F122	FOOD SERVICE ASSISTANT	C
X	b	FOOD SERVICE	F123	FOOD SERVICE ASSISTANT	C
X	c	FOOD SERVICE	F114	LIGHT EQUIPMENT OPERATOR-F/S	F
X	c	FOOD SERVICE	F128	LIGHT EQUIPMENT OPERATOR-F/S 6.5	F
X					
	a	BOOKPROCESSING/INVENTORY	O106	TEXTBOOK DISTRIBUTION MGR	H
XI	a	BOOKPROCESSING/INVENTORY	O110	ASSISTANT TEXT BOOK DIST. MGR	G
XI	b	BOOKPROCESSING/INVENTORY	C169	TEXTBOOK PROCESSING MGR	H
XI	b	BOOKPROCESSING/INVENTORY	C149	ASSISTANT TEXT BOOK PROCESSING MGR	G
XI	c	BOOKPROCESSING/INVENTORY	O107	TEXTBOOK PROCESSING ASSOCIATE	F

XI	c	BOOKPROCESSING/INVENTORY	O114	TEXTBOOK DISTRIBUTION ASSOCIATE	F
XI	c	BOOKPROCESSING/INVENTORY	O109	MAIL CLERK	C
XI					
	a	TRANSPORTATION-SUPERVISORY	T127	ASS'T TRANSPORTATION MANANGER	J
XII	b	TRANSPORTATION CONTROL	T135	FLEET SAFETY & DRIVER TRAINER	J
XII	b	TRANSPORTATION CONTROL	T115	DISPATCHER	I
XII	b	TRANSPORTATION CONTROL	T106	ASSISTANT DISPATCHER	G
XII	b	TRANSPORTATION CONTROL	T108	ROUTE ANAYLST	G
XII	b	TRANSPORTATION CONTROL	T137	ADMIN ASS'T III FLEET SAFETY	G
XII	b	TRANSPORTATION-CONTROL	T122	ROUTING/DISPATCHER ASSISTANT	F
XII	c	TRANSPORTATION-MAINTENANCE	T110	VEHICLE ASSISTANT MAINTENANCE MANAGER	J
XII	c	TRANSPORTATION-MAINTENANCE	T114	VEHICLE LEAD MECHANIC	J
XII	c	TRANSPORTATION-MAINTENANCE	T111	SR. SCHOOL BUS MECHANIC	I
XII	c	TRANSPORTATION-MAINTENANCE	T112	VEHICLE MAINTENANCE MECHANIC	H
XII	c	TRANSPORTATION-MAINTENANCE	T117	SERVICE TECHNICIAN	G
XII	d	TRANSPORTATION-DRIVER	T134	MASTER DRIVER	H
XII	d	TRANSPORTATION-DRIVER	T126	LEAD BUS DRIVER	G
XII	d	TRANSPORTATION-DRIVER	T101	BUS DRIVER	F
XII	d	TRANSPORTATION-DRIVER	T104	BUS DRIVER-SPECIAL EDUCATION	F
XII	d	TRANSPORTATION-DRIVER	T121	PERMANENT SUBSTITUTE DRIVER	F
XII	d	TRANSPORTATION-DRIVER	T102	BUS AIDE	D
XII	d	TRANSPORTATION-DRIVER	T124	BUS WASH/FUEL ATTENDANT	C
XII					

updated

2/15/2011- jc