

421 Seniority

I. Purpose

The purpose of this policy is to establish how seniority is accrued and when it is considered.

II. Definitions

Original Hire Date: The time and date the candidate accepts employment with NSCS. The original hire date is the same as the last hire date for employees who have never left employment with the School and been rehired at a later date. Breaks in service less than 30 days will not reset an employee's original hire date

Last Hire Date: The time and date the candidate accepts re-employment after a 30 day break in service.

III. General Statement of Policy

- A. Employee seniority shall be established for all employees based upon their years of service.
- B. Seniority lists are organized by job class and independent of one another.
- C. Seniority will be determined by the date of last hire; the original hire date will be utilized as if no last hire date exists.
- D. Employees may be listed on more than one seniority list, but may only accrue seniority on one list at a time. An employee's seniority will be maintained on multiple lists provided the staff person remains qualified for each list.
- E. Seniority will not accrue during a leave of absence.
- F. Seniority may be used in the instances of internal job postings. Paraprofessionals will follow procedures as outlined in **Policy 436: Special Education Paraprofessional Assignments and Seniority**.
- G. Employees may be placed on unrequested leave in the event of declining enrollment, budget constraints, change in student IEPs, **or other instances that result in the need for a reduction of workforce**. In the event of a reduction in staff, the least senior employee(s) in the affected classification(s) would be placed on unrequested leave (refer to seniority lists for classifications). Staffing changes and internal job placement is up to director discretion based on school and student needs.