

PREFERRED RECALL

PROFESSIONAL PERSONNEL

All professional personnel whose seniority is insufficient to continue employment during a reduction-in-force shall be placed upon a preferred recall list, in accordance with the provisions of the School Laws of West Virginia 18A-4-7a and West Virginia Board of Education Policy 5000. Employees shall be recalled on the basis of seniority to any vacancy within the area where they had previously been employed or to any lateral area for which they are certified, if no regular, full-time professional personnel, or those with greater seniority returning from an approved leave of absence are qualified and certified, apply for and accept such position; and provided further that the employee has not accepted a teaching position elsewhere.

Teaching positions that are expected to be open for a minimum of twenty (20) consecutive employment days shall first be made available to all qualified and certified personnel on the preferred recall list. Notice of open positions shall be sent by certified mail, return receipt requested, to the last known address of the employee.

It is the responsibility of each person on the preferred recall list to notify the Board of Education in writing of any change in address or of any change in certification. It is also the responsibility of each person on the preferred recall list to inform the Board if they no longer desire to be on the preferred recall list.

If two or more professional personnel who are on the Preferred Recall List meet the job qualifications of a posted position and apply for such position, the qualified applicant with the most seniority shall be employed if no regular full-time professional personnel, or those with greater seniority returning from an approved leave of absence are qualified and apply for the vacant position.

CLASSIFIED SERVICE PERSONNEL

All employees whose seniority is insufficient to continue employment during a reduction-in-force shall be placed upon a preferred recall list in accordance with the provisions of the School Laws of West Virginia §18A-4-8b. Employees shall be recalled on the basis of seniority within the classification(s) where they have previously been employed, or to any lateral position for which the employee is qualified.

All employees on the preferred recall list shall be notified of all position openings for which they are qualified. Such notice shall be sent by certified mail, return receipt requested to the last known address of the employee.

No position openings may be filled, whether temporary or permanent, until all employees on the preferred recall list have been properly notified of existing vacancies and have been given an opportunity to accept reemployment.

It is the responsibility of each person on the preferred recall list to notify the Board of Education in writing of any change in address.

For the purpose of establishing seniority for a preferred recall list, when a Classified Service Personnel employee has been employed in one or more classifications, the seniority accrued in each classification shall be retained by the employee.

REFERENCE: West Virginia Code 18A-4-7a, 18A-4-8b; 18A-2-2; West Virginia Board of Education Policy 5000

DATE: 10/1/18, 3/02/15, 4/2/07, 3/4/96