

**Linn Benton Lincoln
Education Service District**

Code: **CPA**
Adopted: 4/10/13
Revised: 3/15/23

Layoff and Recall for Administrators

This policy is applicable to all administrators below the rank of assistant or deputy superintendent who are not considered teachers under ORS 342.934.¹

The Board retains the right to determine when a layoff is necessary. Layoffs shall be by position. A reduction in hours does not constitute a layoff.

The factors considered in the layoff process will be license, seniority, merit, or competence.

The Board expects administration to retain, consistent with state law, the most capable and productive of the licensed and qualified employees needed to carry out the approved programs and services of the ESD.

Prior to initial development of a recall procedure for administrators (CPA-AR), LBL will consult with the administrators, or a self-selected committee of administrators, covered by this policy.

END OF POLICY

Legal Reference(s):

[ORS 334.125\(7\)](#)
[ORS 342.934](#)

¹ Prior to laying off any administrators, the district will work with legal counsel to determine if the cultural or linguistic expertise criteria apply to any impacted employees.