

When reducing the number of licensed employees, the board will take into account the following reasons for such reduction in force:

- Enrollment declines,
- Financial decline/reduction
- Educational program(s) elimination, and
- Priority need for human, material and financial resources.

The primary objective of the board when reducing the work force will be the maintenance of a fair and balanced educational program consistent with the needs of the students and the functions and responsibilities of the school district. When deciding reduction in force, the board will consider the following factors, not necessarily in the order listed:

Criticality of the position to the mission, goals, and objectives of the school district

- Subject area(s) and advanced degrees by certification.
  - Experience, professional training, length of service within the district and work assignment.
  - Quality of performance including the proven ability to accomplish the educational mission of the school district.
- Executive ability.
- Employee attendance and discipline history.
  - Skills and licensure in the area(s) where the district has instructional and/or supervisory needs.

## **PROFESSIONAL PERSONNEL TIME SCHEDULE – HSD Policy – GBRB**

The school day for the Hollandale School District will proceed as follows:

Elementary - 7:50 a.m. through 3:15 p.m.  
High School - 7:50 a.m. through 3:15 p.m.

Elementary and high school teachers are expected to be on morning duty at their respective schools at 7:00 am each day according to the morning duty schedule. Except when carrying out assignments of the principal, teachers are expected to remain at school or on duty during the designated hours. It is expected that all teachers remain at school Monday through Friday as follows:

Elementary - 7:20 a.m. through 3:20 p.m.  
High School - 7:30 a.m. through 3:30 p.m.

Time is provided during the school day and at the end of the school day for instructional preparation, planning, and conferences.

Principals are expected to be on duty from 7:20 am through 4:00 pm

## **ABSENCE FROM DUTY – HSD Policy GBRI**

### 1. LICENSED EMPLOYEE

The term licensed employee means any employee of a public school district required to hold a valid license by the Commission on Teacher and Administrator Education, Certification and Licensure and Development. 37-7-307

### 2. SICK LEAVE ALLOWANCE

The school board of this district shall establish by rules and regulations a policy of sick leave with pay for licensed employees and teacher assistants employed in the school district, and such policy shall include the following minimum provisions for sick emergency leave with pay:

- a. Each licensed employee and teacher assistant, at the beginning of each school year, shall be credited with a minimum sick leave allowance, with pay, of seven (7) days for absences caused by illness or physical disability of the employee during that school year.
- b. Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such licensed employee and teacher assistant if the licensed employee or teacher assistant remains employed in the same school district. In the event any public school licensed employee or teacher assistant transfers from one public school district in Mississippi to another, any unused portion of the total sick leave allowance credited to such licensed employee or teacher assistant shall be credited to such licensed employee or teacher assistant in the computation of unused leave for retirement purposes under Section 25-11-109, Mississippi Code of 1972. Accumulation of sick leave allowed in the school district shall be unlimited.
- c. No deduction from the pay of such licensed employee or teacher assistant may be made because of absence of such licensed employee or teacher assistant caused by illness or physical disability of the licensed employee or teacher assistant until after all sick leave allowance credited to such licensed employee or teacher assistant has been used.
- d. For the first ten (10) days of absence of the licensed employee because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such licensed employee, there shall be deducted from the pay of such licensed employee the established substitute amount of licensed employee compensation paid in that local school district, necessitated because of the absence of the licensed employee as a result of illness or physical disability. In lieu of deducting the established substitute amount from