

**Letter of Understanding  
Reduction in Force**

6/14/19

The Essex Westford Educational Community Unified Union School District (“District”) and the Essex Westford Education Association (“Association”) understand the following with regards to the implementation of Reductions in Force:

WHEREAS, Article 9.4C states the following, “If a reduction in force requires a teacher to be reassigned to another school, neither the sending nor the receiving school shall be obligated to alter the school’s master schedule (nor split a class) in order to accommodate the reassignment. This may mean that the least senior person in the seniority category being reduced will not be the person receiving the reduction-in-force. Instead, the least senior person that will enable the reassignment to occur will be the person who is reduced within the seniority category”;

The parties understand this to mean the following:

- If a reduction-in-force (RIF) were to create a circumstance in which CTE and EHS must share a teacher, both the least senior EHS teacher and the least senior CTE teacher shall receive RIF notices until such time it can be determined whether or not the teacher can be shared based on the schedule. If the teacher can be shared, the teacher with greater seniority will be recalled to fill the shared position. If the teacher cannot be shared, the teacher with less seniority may be recalled instead; or,
- If it can be determined that the teacher cannot be shared prior to the issuance of the RIF, the least senior teacher may not be RIF’d and only the more senior teacher would be.

*Below is an example of when a more senior teacher would be RIF’d:*

*Teacher A – 0.60 FTE CTE English teacher with 1.0 seniority*

*Teacher B – 1.0 FTE EHS English teacher with 5.0 seniority*

*EHS needs to reduce one section of English (a 0.20 FTE reduction). Doing so would create the need to have teacher B shared between CTE and EHS based on seniority alone. In this case Both Teacher A and Teacher B would receive the RIF notice to be reduced by 0.20 FTE. If Teacher B cannot teach any of the CTE classes that are available based on the schedule, Teacher B cannot be recalled and would be assigned to work 0.80 FTE at EHS. Teacher A would be recalled to continue working 0.60 FTE at CTE. If it is determined in advance of the RIF notice deadline that teacher B cannot be shared between EHS and CTE, only Teacher B would be RIF’d to teach 0.80 FTE at EHS.*

- This understanding is in effect until agreed to otherwise in writing by both parties; and,

As authorized representatives, these agents set their seals in agreement with the above:

\_\_\_\_\_  
For the Association

\_\_\_\_\_  
Date

\_\_\_\_\_  
For the District

\_\_\_\_\_  
Date