

R 8-18-5 Preferred Recall List

Professional Personnel Preferred Recall List

Professional personnel who are affected by a RIF shall have their names placed on the Preferred Recall List according to the seniority they hold in a certification area licensure area or both. Persons on this list shall be recalled in the following manner:

- ❖ Individuals on a preferred recall list shall receive copies of all posted job vacancies for which they are eligible. The posted job vacancies shall be mailed to eligible reduced individuals by certified mail at their last known address. This notice shall apply to all positions known or expected to extend for twenty or more consecutive working days.
- ❖ Persons on this list shall be recalled on the basis of seniority to any position within an area where they were previously employed or to any lateral area for which they are certified, licensed or both.
- ❖ Persons on this list are entitled to recall provided no regular, full-time employee with greater seniority or no employee returning from a leave of absence with greater seniority desires the job.
- ❖ Failure on the part of the employee to apply shall not cause the employee to forfeit any right to recall.
- ❖ It is the responsibility of the employee to notify the school system of any change of address or of any change in certification, licensure or both.
- ❖ Persons on the preferred recall list are not eligible for any of the benefits or privileges of an employee except as expressed herein.
(WVC §18A-2-2, §18A-4-7a, §18A-4-8b and §18A-4-8g)

Service Personnel Preferred Recall List

All employees whose seniority with the county board is insufficient to allow their retention by the county board during a reduction in work force shall be placed upon a preferred recall list and shall be recalled to employment by the county board on the basis of seniority.

- ❖ An employee released from employment for lack of need as provided in the code shall be accorded preferred recall status on the first day of July of the succeeding school year if the employee has not been reemployed as a regular employee.
- ❖ Employees placed upon the preferred list shall be recalled to any position openings by the county board within the classification(s), where they had previously been employed, or to any lateral position for which the employee is qualified or to a lateral area for which an employee has certification and/or licensure.
- ❖ Employees on the preferred recall list shall not forfeit their right to recall by the Board if compelling reasons require them to refuse an offer of reemployment.
- ❖ The Board shall notify all employees on the preferred recall list of all position openings. The notice shall be sent by certified mail to the last known address of the employee.
- ❖ It is the duty of each employee to notify the county board of any change of address.
- ❖ The county board may fill no position openings, 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.

- ❖ Full-time personnel or employees returning from a leave of absence with greater seniority may be placed in a position before an employee on the preferred recall list.
(WVC §18A-4-8b)