

Date

Name

Address

City, State, Zip Code

RE: Layoff Notice

Dear _____:

As you may know recent events in the [Oregon Legislature][District] have had a profound impact on funding for education in our district. The district has decided to eliminate some classes and adjust others. The Board of Directors met on [date] and authorized a program reduction and subsequent layoff of staff. This letter is to notify you that your position has been eliminated and you will be laid off effective [date].

Pursuant to [ORS 342.934] [Board Policy _____], as an administrator you may voluntarily accept a classroom teaching assignment for which you are licensed and qualified in lieu of a layoff. You are eligible to accept a currently vacant teaching assignment. If you have previously taught in the district you are eligible to displace a probationary or contract teacher with less seniority. If you never taught in the district, you may be eligible to displace a probationary teacher in the district with less seniority. If you are interested in voluntarily returning to a teaching position in the district, please contact _____ to determine if there are positions for which you are eligible.

You will be placed on the recall list for a period of not more than 27 months from the date of layoff pursuant to ORS 342.934. In order to be considered for recall you must be licensed and qualified to perform the essential functions of the job. Please be sure to notify the district of the address to which recall notices shall be sent. If you resign you will forfeit all rights to be recalled.

To be sure that you fully understand your rights attached is a copy of [ORS 342.934] [Board Policy _____]. Please review these materials carefully.

[_____ School District provides outplacement services for displaced employees. Attached you will find a summary sheet with more information about the services available to you. For more information you can contact _____.] Also attached is an information sheet from the Oregon Employment Department with contact numbers you may find helpful.

If you have any questions please contact _____.

Sincerely,

Superintendent