



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

March 13, 2018

TO: The Honorable Brian De Lima
Chairperson, Human Resources Committee

FROM: Dr. Christina M. Kishimoto
Superintendent

A blue ink signature of Dr. Christina M. Kishimoto.

SUBJECT: **Committee Action on Declaration of Annual Reduction in Force ("RIF") for Classified Employees to Initiate Collectively Bargained Placement Rights for Employees Displaced Due to Changes in Staffing Needs**

1. RECOMMENDATION

It is recommended that the Board of Education (Board) authorize the Department of Education (Department) to commence a Reduction In Force (RIF) for classified employees so that the Department may initiate the collectively bargained reassignment and bumping rights processes for the affected employees.

2. RECOMMENDED EFFECTIVE DATE

Discussion to occur and action to be taken at the Board's March 13, 2018 Human Resources Committee and General Business meetings.

3. DISCUSSION

a. Conditions leading to the recommendation:

Every year, as part of the annual budget process, program managers, principals and affected stakeholders must make decisions about changes in program needs, funding, and/or allocated personnel. When the decisions result in the elimination of filled positions due to lack of work, lack of need, lack of funds or other legitimate reasons, the employees in those positions may be entitled to placement rights under the respective collective bargaining agreements. Most employees do not separate from the Department, but are instead successfully placed in other positions.

Before the Department can initiate the placement processes, it requires Board authorization in the form of a declaration of a RIF (sometimes referred to as "layoff"). The RIF procedures require a 90-day written notice to the affected employees, which the Department intends to provide by March 29, 2018. Therefore, the Board's action is requested at the March 13, 2018 meeting.

There are currently a total of five employees whose positions will be affected by the RIF declaration, but this is subject to change. Additional details regarding the affected positions are available upon request in the Executive Session.

b. Previous action of the Board on the same or similar matters:

The Board authorized a RIF in 2017, 2016, 2015, 2014, 2013, and previous years.

c. Other policies affected:

None.

d. Arguments in support of the recommendation:

The Department's principals, managers and stakeholders have determined the staff reductions are warranted upon consideration of the needs of our students and available resources.

The Office of Human Resources (OHR) anticipates that most of the affected employees will be placed in other positions within the Department.

e. Arguments against the recommendation:

None.

f. Other agencies or departments of the State of Hawaii involved in the action:

None.

g. Possible reaction of the public, professional organizations, unions, Department staff, and/or others to the recommendations:

The Hawaii Government Employees Association has been notified about the anticipated RIF. Given the customary and annual nature of the RIF declaration, there should be little, if any, negative reaction. The Department will work collaboratively with eligible employees and their union to find other placements within the Department.

h. Educational implications:

The educational implications were the primary consideration for the school/district/state administrators in determining the need to reduce positions.

i. Personnel implications:

The Department will follow the staff placement processes in accordance with the respective collective bargaining agreements.

j. Facilities implications:

None.

k. Financial implications:

Schools and complex areas possess the ability to redirect resources, as appropriate, to maximize student learning.

4. OTHER SUPPLEMENTARY RECOMMENDATIONS

None.

CMK:CAC:je

c: Office of Human Resources