Subject: Abolishing a Position

Abolishment of administrative positions may be necessary due to declining student enrollments, discontinuance of a particular service or program, reasons of economy or efficiency or changes in curriculum. Existing administrative positions shall not be abolished by the Board of Education without previous written notification of the impending abolition. Such written notification is to be served to the individual currently holding that position, and must be given thirty (30) days prior to the formal action of the Board of Education regarding the abolition of the position. The written notice shall include the reasons for the reduction and the date when the reduction is to be effected. The effective date of reduction shall be no less than thirty (30) days after the formal action of the Board of Education.

If an office or position is abolished or if it is consolidated with another position without creating a new position, the person filling such position at the time of its abolishment or consolidation shall be placed upon a preferred eligible list of candidates for appointment to a vacancy that then exists or that may thereafter occur in a position in the same tenure area which such person filled. The persons on such preferred list shall be appointed to such vacancies in corresponding position at any time within seven years from the date of abolition or consolidation of such office or position. It is the responsibility of the person whose position has been abolished to keep a current address on file with the District.

Education Law Section 3019-a and 3031
Education Law Section 2510(3)(a)

Approved: Board of Education
November 28, 2001

Approved: Board of Education
February 8, 2006

Approved: Board of Education
January 13, 2010

Approved: Board of Education
January 8, 2014