HUMAN RESOURCES

Employment Actions and Records

Layoff and Recall

This policy supersedes Policy 4280.4.

I. PURPOSE

To establish an orderly procedure for reduction in force.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A Philosophy section has been added.
- Organizational changes are reflected.

III. PHILOSOPHY

The School Board recognizes that the Division Superintendent must balance organizational efficiency and employee rights. The Layoff and Recall policy allows these practices to happen in a systematic and fair process.

IV. AUTHORITY FOR LAYOFF AND RECALL OF PERSONNEL

When the School Board determines that an excess number of employees exists, the Division Superintendent shall be responsible for identifying those employees to be laid off and for the implementing “reduction-in-force” actions.

Legal reference: Code of Virginia Section 22.1-304

Policy
adopted: July 1, 1986
Corrected: March 22, 1994
Corrected: June 8, 1998
Reviewed: April 21, 2003
Reviewed: November 10, 2008
Reviewed: December 19, 2013
Reviewed: September 26, 2019

Revised: January 22, 2026

FAIRFAX COUNTY SCHOOL BOARD