

# Site Selection, Creation and Closure Policy/Procedure

To provide guidance and consistency for families and staff when Head Start sites are selected, created or closed, including transfer options for regular, non-probationary employee based on seniority, performance and qualifications.

## **Policy/Procedure:**

### Site Selection

1. The Head Start Interdisciplinary Team will usually determine most Head Start sites and program options in May or June for the following program year.
2. Criteria for selection will include but not be limited to:
  - a. The number of eligible children and families recruited.
  - b. Available classroom space.
  - c. Historical data from previous site-specific years of recruitment
  - d. Community Needs Assessment findings from Cook, Lake, and St. Louis (excluding the City of Duluth) counties.
3. Head Start staff will be informed of the finalized sites and program options after final approval by the Policy Council and AEOA Board of Directors

### Site Closures

1. Head Start and Early Head Start sites may close due to, but not limited to:
  - a. Low number of eligible children and families
  - b. Reduced funding
  - c. Lack of classroom space
  - d. Federal/State mandated reduction in number of children to be served
  - e. Relocation of program slots to another site
2. When a site is closed, Head Start staff at that site will have an opportunity to request a transfer to the site where the least senior Head Start staff person in the same job classification currently works. **Same Job Classification = Same Job Title.** The staff person who transfers will replace the person in that job classification.
3. For purposes of this Policy: **Seniority = Length of service as a current Head Start employee.** Consecutive work in various Head Start positions does count; time worked for another Department at AEOA does not count.
4. An employee's job classification at the time of their site's closing is the only classification that an employee can use to exercise the transfer options in this Policy.
5. When a site closes, the Head Start seniority list will be consulted. If a staff person at a newly closed site has less seniority than all other Head Start employees with the same job classification, that employee will have no transfer options and will receive a permanent layoff notice. Any recall options will follow AEOA's Personnel Policy.
6. If two, three, or more sites close at the same time, the seniority list will show the second, third (etc.) least senior employees who are vulnerable to being replaced through a transfer of a more senior employee. The staff person with the most seniority in each job classification from the group of closed sites would then be the first to select a site from which to possibly transfer and replace one of the least senior employees on the list. The

next most senior staff person in each job classification from the group of closed sites may then choose to possibly transfer and replace an employee remaining on the list in that same job classification, and so on.

7. If the more senior staff person(s) from a closed site elects to not transfer and replace a less senior staff person(s) on the list, the staff person(s) from the closed site(s) will receive a layoff notice. Any recall options will follow AEOA's Personnel Policy.
8. In a multiple site closure situation, one or more of the least senior employees on the list might not be replaced if an employee from a closed site decides to not transfer. In this case, if an employee who was replaced has more seniority than another on the list who was not replaced, then the more senior staff person may transfer and replace the less senior staff person in the same job classification.
9. If sites open at the same time that other sites close: Lateral transfers will be offered first (see Same Job Classification Transfer Policy). After the lateral transfer time has expired, a period of time will be declared during which the transfer and replacement options of this policy can be used.
10. If a position is currently vacant and not filled by a lateral transfer, that opening is considered the least senior position. No least senior employee can be bumped when there is a vacancy in their job classification.
11. When two or more employees have identical seniority dates, the Head Start Director will use evidence of employee performance and qualifications to rank which employee(s) have priority for any of the provisions of this Policy.

This Policy does not alter the right of the Head Start Director to change an employee's hours or combine positions, when within that employee's current job classification. If an employee refuses to accept the changes deemed to be in the best interest of the program, the Director may choose to issue a layoff notice to that employee.

This policy complies with Head Start Performance Standards 45 CFR Section 1304.52; 45 CFR Section 1304.51; and 45 CFR Section 1305.3.

Approved by Policy Council on June 2, 2011