

**AMEND BOARD REPORT 97-0723-P02  
POLICY REGARDING REASSIGNMENT AND LAYOFF OF REGULARLY CERTIFIED  
AND APPOINTED TENURED TEACHERS**

**THE CHIEF EXECUTIVE OFFICER RECOMMENDS:**

**Section 3 - Notice of Position Closing**

When a determination is made that a tenured teacher's services are no longer required at an attendance center, or in a program for the reasons described in Section I above, the tenured teacher will be so notified (hereinafter "notice of removal").

**Section 4 - List of Vacancies**

Upon notice to the tenured teacher of removal, the Department of Human Resources will immediately provide the tenured teacher with a list of all unencumbered vacant positions for which he or she is qualified and which are consistent with the Plan to Implement the Provisions of Title VI of the Civil Rights Act of 1964. The Department will also provide each tenured teacher who makes a written request to the Department with a copy of the list of vacancies in any area identified by the Department to be an area of

**Section 10 – Layoff**

If a tenured teacher is unable to secure a permanent appointment within 10 school months after notice of removal, the tenured teacher shall be laid off and given an honorable termination from service and the opportunity to be placed as a cadre substitute in accordance with the collective bargaining agreement between the Board and the Chicago Teachers Union. When a layoff is required, the tenured teacher shall

be notified at least 14 days in advance of the date the layoff is to take effect.

**Section 11- Recall**

If after 10 school months the tenured teacher has not been appointed to a permanent position, he or she