Q. How much notice will be provided to me prior to the effective date of layoff?
A. Generally, classified employees are entitled to a 45 calendar days notice prior to the effective date of layoff. The layoff process is initiated by the action of the Board of Education to adopt a Layoff Resolution specifying positions to be eliminated and/or reduced in work year/work hours.

Q. Will I be notified if I might be laid off?
A. Following Board action, the Classified Personnel department staff generates layoff notices to employees whose positions are being eliminated and/or those that are being displaced “bumped” by a more senior employee in their respective job classification. If it is the case that you may be subject to layoff because another more senior employee has an option to “bump” into your position, you will be notified accordingly. That is, your layoff notice will read that you “MAY” be laid off from your position.

Q. What happens if my position is eliminated and/or reduced in total number of work days/year-work hours/day?
A. If your seniority (length of service as defined by hours of service in a job class) in your current job classification is greater than a less senior employee, you have the right to bump to another position that is most comparable to your current job assignment AND is occupied by an employee that is less senior than you.

Q. How do you determine position comparability? Can I bump into a position that has a shorter work year, but works more hours per day than my current assignment?
A. The comparability of the position is determined by total number of annual position hours (i.e. days worked per year x hours worked in a day)

How to Calculate a Work Year: 12 months = 261 days, 11 months = 238 days, 10.5 months = 229 days, 10 months = 218 days, and School Term = 209 days; so an employee in an 11 month/6 hour position has a work year equal to 1,428 (238 x 6 = 1,428). Another example, School Term/8 hour position has a work year equal to 1,672 (209 x 8 = 1,672).

An employee may not displace “bump” another employee whereby the employee profits from a layoff. Example: A 10 month / 7 hour employee (total annual hours = 1,526) cannot bump a 10 month/8 hour employee (total annual hours = 1,744).

Q. Do I have a choice of where my new position will be?
A. At the time of being noticed, if you have bumping rights, you will be given a selection sheet with reassignment options that are available to you. If you have a right to bump to a comparable position, the location (job site) will be determined by where the least senior employee that holds such a position is assigned. You may not simply select to displace an employee at a job site of preference where a comparable position exists.

Q. What if I have seniority in another classification?
A. Some employees will have more choices for reassignment depending on their seniority in their current classification or lower level classifications in which they have attained permanent status. If there is not a comparable position in your current job classification (e.g. you only have seniority over positions with less work hours and/or shorter work year), and your compensation is maximized in a job assignment in a lower level classification in which you served previously, the reassignment option will be presented to you, if you have more seniority in a lower level classification than the least senior employee OR a vacant position exists.
Q. If I take a reduction in hours or position, what are my rights to my old position?
A. You will be placed on a reemployment list respective to your classification, and the order of reemployment into positions will be in the reverse order of the layoffs based on seniority.

Q. What if I’m laid off from an 8 hour position to a 3.75 hour position and then a 6 hour position becomes available?
A. Consistent with your reemployment rights, you will be offered the 6 hour position. If you accept it, you will still be offered the next 8 hour vacancy pursuant to reemployment order. If you then elect to remain in the 6 hour position, you will forfeit your reemployment rights to an 8 hour position.

Q. Will I ever get to go back to my old site?
A. You have reemployment rights to a comparable position, not to a specific site or job duties within that classification. You may put in a Job Transfer Request to transfer to another site. When there is an opening, you will be given an opportunity to interview with the site administrator/principal to return to your old site.

Q. If I’m laid off or have a reduction in hours, am I entitled to Unemployment Benefits?
A. You may file for unemployment benefits, but the District does not determine the eligibility of unemployment claims or benefit amounts. For more information please go to http://www.edd.ca.gov/Unemployment/

To view CSEA, Education Code, and Personnel Commission rules regarding Layoff and Reemployment, Click below.