

FAQ

Certificated Staff Reductions

Who is covered by certificated layoff and reemployment procedures?

Most permanent-status certificated employees (ASCOE bargaining unit members) are covered by the layoff and reemployment procedures. Temporary, at-will, substitute, and ROPTA-represented employees are not covered. The rights and procedures governing certificated layoffs and staff reductions are specified in the Education Code, bargaining unit contracts, and Superintendent Policies.

If my position is eliminated or reduced, how and when will I be notified?

Generally, your director or principal will inform you of any change in your employment status prior to the issuance of an official notice. As specified in Education Code 44949, SCOE must provide written notification of certificated layoff to affected permanent employees by March 15. Certificated staff in the ROP program are provided with written layoff notification by May 15.

What happens when positions are cut?

Certificated layoffs occur in order of seniority, beginning with the individual with the least seniority. However, SCOE may establish skipping criteria based on program needs—for example, skipping staff with autism or English learner certification. Employees laid off due to lack of funds or lack of work are placed on a reemployment list.

What is a reemployment list and how long with my name be on it?

A reemployment list is a listing of persons who have been laid off from a particular job classification. If you are laid off, your name is put on the reemployment list for 39 months or until you are reinstated. Separate reemployment lists are compiled for each job classification. Lists are compiled in the reverse order of layoff, meaning that the last person laid off is the first person eligible for reemployment. When a vacancy occurs, the person with the most seniority who meets the credentialing and certification requirements of the assignment is offered the position. If an employee refuses a reemployment offer, his/her name is removed from the list.

How is seniority established?

Accounting for seniority begins on the first day of SCOE employment and includes the probationary period. Temporary status, including service as a substitute, does not count toward seniority. When it is necessary to break a tie in seniority to determine which employee will be laid off or reassigned, it is determined by lot.

Human Resources is responsible for maintaining the seniority lists for all classifications. Your director and association leadership have access to the most up-to-date lists. You

may contact Human Resources to find out your placement on the seniority list for your job classification. Note that seniority lists serve the entire bargaining unit, so employees from other departments can be moved across the organization when layoffs occur.

What if I am on probation when I'm laid off?

If you are a probationary employee, you will be notified by March 15 if your position is being reduced or eliminated. If you are in probationary status when you are laid off, your name will be on the reemployment list for 24 months, instead of 39.

What if I am laid off, but receive another job offer before the layoff takes effect?

Should you resign your SCOE position before the effective date of your layoff, your name will not be put on the reemployment list.

What is the process for restoring positions?

If SCOE is able to restore positions that have been subject to layoff, employees are offered restoration based on seniority. Note, however, that the *position* is different from the *person* and that an employee is not necessarily rehired to return to the same assignment. If there are a number of open positions and numerous employees on the reemployment list, SCOE follows the Education Code and credentialing requirements when implementing restoration.

What happens to my medical, dental, and vision coverage when I am laid off?

If you are receiving health benefits and a layoff or reduction of hours results in loss of those benefits (that is, if you fall below the 20-hour weekly minimum), you will continue to have benefits for three months after the date of your layoff. At the end of the three-month period, you can continue benefits at your own expense through the COBRA benefit program. You will receive information about COBRA from Redwood Empire Schools' Insurance Group (RESIG), our COBRA administrator. Employees whose hours are reduced below six hours are not required to enroll in benefits, but may continue enrollment by paying a higher share of the premium costs. If you have specific questions regarding health benefits after layoff, contact Marlene Moore at mmoore@scoe.org.

Am I entitled to unemployment insurance?

Claims for unemployment insurance benefits are submitted directly to the Employment Development Department (EDD) via telephone (800) 300-5616 or online at www.edd.ca.gov. EDD will determine if you are eligible to receive unemployment compensation.

What happens to my STRS retirement funds if I am laid off?

Several choices are available to you. Contact CalSTRS at (800) 228-5453 to discuss available options or visit www.calstrs.com.