

## **FAQ**

### *Classified Staff Reductions*

#### **Who is covered by classified layoff and reemployment procedures?**

Most regular-status classified employees (SEIU bargaining unit members) are covered by the layoff and reemployment procedures. Unclassified, non-Merit System employees—i.e., substitutes, student helpers, and limited-term employees—are not. The rights and procedures governing layoffs of classified employees are covered in the SEIU Contract (Article X III, Employment Provisions, 5. Layoff for represented employees) and in the Merit Rules (Section 60.800 Layoff).

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

Generally, your director or principal will inform you of the change in your employment status prior to the issuance of any official letter. Human Resources will provide written notification 45 days prior to the date that a position is eliminated or reduced as specified in Education Codes 45117 and 45308. Note that any offer to reduce your hours depends on your seniority within your classification.

#### **What happens when positions are cut?**

When positions are cut, the person occupying the position, based on seniority, may be given the opportunity to:

- Reduce his/her hours and stay at the same location OR
- Exercise his/her bumping rights to retain the same or similar number of hours and displace the least-senior employee OR
- Accept a voluntary layoff.

#### **In cases of equal seniority, how is layoff determined?**

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. For represented employees, the union pulls names to break the tie. Human Resources pulls names to break ties for confidential or classified management.

#### **What is a reemployment list and how long will my name be on it?**

The reemployment list is a listing of people who have been laid off from a particular job classification. If you are laid off, your name is put on a 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 the layoffs, meaning that the last person laid off is the first person eligible for reemployment. Note the each classification's reemployment list varies in length.

### **What happens if my name is on a promotional list when I am laid off?**

If you are laid off, you are no longer a SCOE employee and would not be eligible to remain on a promotional-only hiring list. If the list is open and promotional, then your layoff does not remove your name from the list. You may be offered a position during the life of the open and promotional eligibility list.

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

The important distinction is whether you are a regular-status employee, or a substitute or limited-term employee. If you are a regular-status employee, you have layoff and reemployment rights. However, if you are in your probationary period when you are laid off, your name will be on the reemployment list for 24 months, instead of 39.

### **What happens if there is a request to fill a position in my classification?**

Individuals who are laid off are placed on the reemployment list in order of their classification seniority. The reemployment list supersedes any existing eligibility lists, so the laid off employee at the top of the reemployment list will be offered the open position.

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

In this case, you have the option of resigning from SCOE and beginning the new job, negotiating with your new employer to begin work after your layoff takes effect, or turning down the job offer. Should you resign your SCOE position before the date of your layoff, you will not be eligible for placement on the reemployment list.

### **Where can I get information about seniority lists and bumping rules?**

The Human Resources department is responsible for maintaining current seniority lists for all classifications. Your director and SEIU leadership has access to the most up-to-date lists. Seniority and bumping rules are generally based on the Education Code and they are very complex. Specific information about bumping is available from your union representative or the Human Resources department.

### **Can I take my vacation before layoff or reduction of hours takes effect?**

Vacation leave may be granted before layoff if the requirements of your work allow it and your supervisor approves your request.

### **If I am laid off, will I receive my accrued vacation pay?**

If you are a permanent employee and are leaving employment as a result of layoff, you will receive all of your accrued, unused vacation. You will not receive lump-sum vacation pay if you elect to bump into another position or reduce your hours to avoid layoff.

### **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](mailto: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](http://www.edd.ca.gov). EDD will determine if you are eligible to receive unemployment compensation.

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

Several choices are available to you. Contact CalPERS at (800) 225-7377 to discuss available options or visit [www.calpers.ca.gov](http://www.calpers.ca.gov).