

CAMBRIAN SCHOOL DISTRICT
Board Policy

Procedure 4213.5
Adopted: February 24, 2009
Page 1 of 3

PERSONNEL

Reduction in Classified Employees

The following procedures shall be applied when it is determined that reductions in classified staff are necessary:

A. Application

1. "Lay-off" means a separation from the classified service because of lack of funds, lack of work, abolishment of position due to lack of need or for other involuntary reasons not reflecting discredit on the employee.
2. Whenever, for any of the reasons set forth above, it becomes necessary to layoff classified personnel, such lay-offs shall be based on seniority within the class.
3. Seniority shall be determined by hire date.
4. All classified employees, probationary or permanent, shall be given thirty (30) days written notice prior to being laid off for lack of work or lack of funds.
5. Classified employees, employed in specially funded programs terminating at a date other than June 30th, shall be given written notices of termination not less than thirty (30) days prior to the effective date of their lay-off.

B. Seniority Rights

1. In lieu of lay-off, an employee may elect to exercise seniority rights in order to obtain reassignment to a class with the same or lower maximum salary in which the employee has previously served in a permanent or probationary status.
2. An employee who elects reassignment to a lower class in lieu of lay-off shall be credited with earned seniority in the class from which the lay-off is to be made, plus all earned seniority in equal or higher classes in which

service was rendered. The total seniority thus computed shall determine the employee's placement in the lower class.

3. Any employee reassigned pursuant to this rule shall receive the maximum of the salary range in the class to which he is reassigned, provided that such salary is not greater than the salary he received in the higher classification at the time of reassignment.
4. An employee in a lower class who is displaced by such reassignment has the same option of reassignment afforded by this rule as if their position had been abolished or discontinued.
5. An employee unable to obtain reassignment due to lack of seniority or lack of service in a lower class may, subject to District approval, accept a voluntary demotion to a lower class in which he has not previously served, provided that there is a vacancy in the lower class, and provided further, that the duties of the lower class are clearly within the capabilities of the employee.
6. To be considered for reassignment or voluntary demotion in lieu of lay-off, an employee must notify the Superintendent in writing of such election not later than ten (10) calendar days after receiving notice of lay-off.
7. In lieu of lay-off, reassignment to a previous classification or demotion to a lower class an employee, or employees, may accept a reduction in assigned time within the class if offered. No such reduction in assigned time shall operate to deny such employees their participation in fringe benefits, on a prorate basis.
8. Employees who have accepted a voluntary demotion or voluntary reduction in assigned time in lieu of lay-off shall retain eligibility for re-employment to their former positions when a vacancy occurs for an additional period of twenty-four (24) months.

C. Re-employment Rights

1. The names of employees laid off shall be placed on re-employment lists in the reverse order of lay-off, and re-employment eligibility shall continue for thirty-nine (39) months from the date of lay-off.
2. In all cases where employees accept reassignment or demotion in lieu of layoff, their names shall be placed on re-employment lists for classes from which they were reassigned or demoted.
3. An employee on a re-employment list may decline one offer of reemployment, in his former class and status. After their first refusal, no additional offers need be made and the

employee shall be considered unavailable and his/her name removed from the re-employment list.

Such notice(s) shall be made in written form and a copy (copies) made a permanent part of the employee's personnel file, refusal of an offer of substitute or short-term employment in any capacity shall not affect the standing of any employee on a re-employment list.

D. Re-employment Rights

1. Offers of re-employment, as regular, temporary or substitute employees, shall be made on the basis of re-employment lists based on most seniority as District employees in descending order of recall or other employment offer.
2. An employee laid-off for lack of work or lack of funds shall have the right to participate in promotional examinations within the district during the period of thirty-nine (39) months.

E. Substitute - Short-term Employees

1. No permanent or probationary classified employee shall be laid-off from any position while employees serving under substitute or short-term appointments are retained in positions in the same classification.
2. Short-term or substitute employees may be separated at the completion of their assignment without regard for the procedures set forth in this article.