

FAQ: Classified Employee Reduction/Layoff

The Layoff or Reduction in Force (RIF) Process is governed by [AB 438](#), California Education Code, Article 24 of the CSEA-District Collective Bargaining Agreement (CBA) and [Administrative Regulation 4217.3](#)

Layoff is considered an involuntary separation from service based on (1) “lack of work” or (2) “lack of funds.”

Q: If I receive a layoff notice does that mean that I do not have a job any longer?

A: The District must issue preliminary layoff notices by March 15th to comply with AB 438. Final layoff notices will be issued before May 15th. Layoffs will take effect July 1, 2024.

Q. How are the order of layoffs determined?

A: The District follows the layoff procedure listed in Article 24 of the [CSEA-District contract](#). The unit member who has been employed the shortest time in the affected classification, plus higher classifications, shall be laid off first.

Q: Can I be bumped from my position by someone more senior?

A: Yes, a permanent unit member who is laid off and/or reduced in hours from a classification and who has previous regular service in an equal or lower classification shall have the right to bump a unit member with less seniority in that classification. Seniority shall include the total of the previous service in the equal or lower classification, plus service in the classification from which layoff occurs, and in higher classifications.

Q: If I am bumped, can I bump someone else?

A: Yes, If you have seniority in another classification then you would have right to either a vacant position in that classification, or you would bump the least senior person in that classification in accordance with the bumping procedure listed in the CSEA-District contract.

Q: Can someone from another school site or job location bump me?

A: Bumping is based on seniority within a specific job classification. If someone at another site is laid off and has more seniority in your classification, then yes, they can bump you if you are the least senior in that classification.

Q: How and when will it be determined which classifications of employees will be affected?

A: HR will present seniority lists to the Board at the February 27th board meeting. This will be the first indication of the classifications that may be impacted.

Q: How do we find out our seniority?

A: Seniority lists have been created for job classifications in which layoffs may occur. Additionally, seniority lists have been created for classifications in which there may be layoffs due to employees' bumping rights listed in the CSEA-District contract, even though there will not be a reduction in the number of positions within those classifications. Once approved by the Board, seniority lists will be posted on our website at:

<https://www.sbunified.org/departments/humanresources/labor-relations-and-employee-contracts-sbta-and-csea>

Q: How soon will we know if we need to find another job outside of the district?

A: Classified employees who are subject to layoff will receive final layoff notices before May 15, 2024.

Q: If there are layoffs will there be severance pay?

A: There is no severance pay; however, an employee may apply for unemployment benefits.

Q: If you are bumped, do you have to apply for another position?

A: If you are laid off, you will be placed on a 39-month reemployment list for jobs that become available within your job classification. If you are interested in working in a different job classification you are encouraged to apply.

Q: If you are laid off, how do I know which positions are available?

A: All job openings are posted on the District's [employment website](#). The District encourages all impacted employees to apply for other positions.

Q: Will the person being bumped be notified within a reasonable time?

A: Yes, a person who may be bumped from their job classification will receive a precautionary layoff notice by March 15th. Final layoff notices will be sent before May 15.

Q: Can district office/school site employees transfer into each other's positions?

A: Employees cannot "switch" positions; however, employees may request lateral transfers to different sites in accordance with Article 20 of the [CSEA-District contract](#). The District may issue involuntary transfer notices to employees as part of the layoff and bumping procedure.

Q: How are employees notified?

A: Affected employees will receive notices in person or via certified mail. Additionally the District will email employees.



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Q: When does the process start-based on board decisions?

A: The process is initiated after Board action on the reduction in force resolution on March 12, 2024. Employees will be notified by March 15, 2024 in accordance with AB 438.

Q: Is there a rehiring list?

A: Employees who go through the layoff process remain on the 39-month rehire list. Additionally, employees who accept a demotion (i.e., they bump into a lower-paid classification) will be placed on a reemployment list for up to 63 months, based on the stipulations listed in the CSEA-District contract.

Q: Where can I get mental health support if I am experiencing stress/anxiety due to the potential of a layoff?

A:

| | Medical Opt Out | Anthem PPO | Kaiser HMO | Access |
|--|-----------------|------------|------------|--|
| EAP Talkspace & Learn to Live | Yes | Yes | Yes | Call (800) 999-7222 |
| Eden Health | No | Yes | No | Download from App Store |
| Kaiser Mental Health | No | No | Yes | Call (833) 579-4848 |
| MDLive | No | Yes | No | Call (800) 657-6169, or go to mdlive.com/sisc |
| Vida Health | No | Yes | No | Download from App Store, or go to vida.com/SISC |
| SAVE (Save a Valuable Employee) | Yes | Yes | Yes | Call 805-962-5387, or email Victoria Rightmire at vrightmire@cadassb.org |