



# Timeline for Staff Reductions

Process to implement layoffs  
approved by the Board of Education

# GENERAL TIMELINE

February	March	April	May	June
2/5 Reduction of force resolution  Skipping/Tie Breaking Criteria	3/15 Final notice to employees impacted by layoff or reduction	Identify options for displaced staff and continue to evaluate district financial status	5/15: Final notices to staff impacted by layoff	Continue to work on filling vacant positions with displaced staff

# Timeline Review

Date(s)	Action	Authority
Feb. 5, 2025	Approve Resolution(s) for reduction of staff and tie-breaking criteria for certificated	Board of Education
Feb. 6 - March 14	Notify impacted staff about pending layoff	Superintendent or Designee (Human Resources)
March 15	Final date for official notification to be delivered to affected staff via certified mail or personal delivery	Superintendent or Designee (Human Resources)
7 Days after receiving notice	Certificated Staff may request a hearing with ALJ	Superintendent or Designee (Human Resources)
May 7	Last date for ALJ certificated recommendations to BOE	
May 15	Final date to confirm or rescind layoff notifications to staff	Board of Education

# Order of Layoff for Certificated staff

- ▶ “Last in - first out”
- ▶ The least senior staff member in the specific category will be laid off unless exempt by skipping or tie-breaking criteria
  - ▶ Example: least senior multiple subject credential holder or least senior single subject in an area that is being reduced
- ▶ If two or more staff members are tied by seniority, the tie breaking criteria approved by the Board of Education will be implemented.
- ▶ In some cases, a permanent staff member who was laid off may be hired into a temporary or substitute position if they are qualified and meet the criteria for the position.

# Order of Layoff for Classified Staff

- ❖ “Last in - first out”
- ❖ The least senior classified member in a specific classification
- ❖ Classified staff who have seniority in a different classification may “bump” into that position if there is a staff member with less seniority or there is a vacant position for which they are qualified.

# Employment Options

- ▶ All laid off employees will be placed on a 39-month re-employment list
- ▶ When a position is open, qualified staff on the rehire list have priority rights to accept or refuse to be rehired. (EC45298)
- ▶ Employees who are laid off are eligible to apply for unemployment
- ▶ Staff who are laid off have the right to temporary or substitute positions while they wait to be rehired into a permanent position.
- ▶ If employed by another district within California, staff will be able to transfer all accrued sick leave hours to the new district.
- ▶ If staff take a demotion or a reduction in hours in lieu of layoff, they retain the same rehire rights as a laid off employee (EC45298)
- ▶ Staff who are covered by district health insurance may retain insurance under the COBRA act for eighteen months (18 months) by paying the district the actual amount of coverage.

QUESTIONS ?

