

FAQ: Employee Reduction in Force/Layoff

The Reduction in Force (RIF) Process is governed by [AB 438](#), California Education Code, Collective Bargaining Agreements (CBAs) and [Administrative Regulation 4217.3](#)

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

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

A: The District must issue preliminary Reduction in Force notices by March 15th to comply with AB 438. Final layoff notices will be issued before May 15th. Layoffs will take effect July 1, 2025.

Q. How are the order of layoffs determined?

A: The District follows the layoff procedure listed in the collective bargaining agreements. The unit member who has been employed the shortest time in the affected classification (least senior), 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 collective bargaining agreement.

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 a February 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 collective bargaining agreement, 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: Employees who are subject to layoff will receive final layoff notices before May 15th.

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 notice by March 15th. Final layoff notices will be sent before May 15th.

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. 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. Employees will be notified by March 15th 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 collective bargaining agreements

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@cadasb.org