

ARTICLE 16 - PROCEDURE FOR LAYOFF & RE-EMPLOYMENT

16.1 Definitions:

16.1.1 Layoff: Termination of employment due to lack of work or lack of funds.

16.1.2 Seniority: The order of layoff within a classification shall be determined by seniority according to length of service. For purposes of this Article, "length of service" shall mean the first date of hire.

16.1.3 Classification means that each position in the classified service shall have a designated title, a regular minimum number of assigned hours per day, days per week, and months per year, a specific statement of duties required to be performed by the employees in each such position, and the regular monthly salary ranges for each such position.

16.2 Layoff Procedures:

16.2.1 Should the District contemplate layoff or reduction in the classified work force hours or assignment, the district shall notify the Association 10 days in advance of the March 15th deadline. The District and the Association shall meet and negotiate the impact and effects of the layoff.

16.2.2 Order of layoff shall be determined by seniority with the least senior employee in the class being laid off first.

16.2.3 Notice of Layoff: No later than March 15th and before a classified employee is given notice by the Governing Board that the employee's service will not be required for the ensuing year due to lack of work or lack of funds, the Governing Board shall be given notice by the Superintendent or the Superintendent's Designee. Any notice of layoff shall specify the reason for layoff and identify by name and classification the unit member designated for layoff.

16.2.4 Unit members who are subject to layoff may exercise bumping rights into any classification, in which the unit member has previously worked and meets minimum qualifications. A unit member may also be placed into any vacant position, even though the unit member has not previously worked in that classification, provided that the unit member meets the minimum qualifications of the classification, and must pass testing appropriate to the position.

16.2.5 Equal Seniority: If two or more unit members subject to layoff have equal class seniority, the lay off determination shall be made by lot.

16.2.6 Re-employment Rights: Laid-off persons are eligible for re-employment in the classification from which laid off for a thirty-nine (39) month period and shall be re-employed in the reverse order of layoff.

16.2.7 Voluntary Demotion or Voluntary Reduction in Hours: Unit members who take voluntary reduction in assigned time in lieu of layoff shall, in addition to the thirty

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nine (39) months, be granted an additional twenty-four (24) months of re-employment rights.

- 16.2.8 Unit Member Notification to the District: A unit member shall notify the District of his or her intent to accept or refuse employment within ten (10) working days following receipt of a re-employment notice. If the unit member accepts an offer of employment in the classification from which the unit member was laid off, the District's obligation under this section will have been satisfied and discharged.