

1 ARTICLE 16 - PROCEDURE FOR LAYOFF & RE-EMPLOYMENT

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3 16.1 Definitions:

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5 16.1.1 Layoff: Termination of employment due to lack of work or lack of funds.

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7 16.1.2 Seniority: The order of layoff within a classification shall be determined by
8 seniority according to length of service. For purposes of this Article,
9 "length of service" shall mean the first date of hire.

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11 16.1.3 Classification means that each position in the classified service shall have a
12 designated title, a regular minimum number of assigned hours per day, days per
13 week, and months per year, a specific statement of duties required to be
14 performed by the employees in each such position, and the regular monthly
15 salary ranges for each such position.

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17 16.2 Layoff Procedures:

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19 16.2.1 Should the District contemplate layoff or reduction in the classified work force
20 hours or assignment, the district shall immediately notify the Association. The
21 District and the Association shall meet and negotiate the impact of the layoff.

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23 16.2.2 Order of layoff shall be determined by seniority with the least senior employee in
24 the class being laid off first.

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26 16.2.3 Notice of Layoff: Any layoffs shall take place upon sixty (60) calendar days
27 written notice. Any notice of layoff shall specify the reason for layoff and identify
28 by name and classification the unit member designated for layoff.

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30 16.2.4 Unit members who are subject to layoff may exercise bumping rights into any
31 classification, in which the unit member has previously worked and meets
32 minimum qualifications. A unit member may also be placed into any vacant
33 position, even though the unit member has not previously worked in that
34 classification, provided that the unit member meets the minimum qualifications of
35 the classification, and must pass testing appropriate to the position.

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37 16.2.5 Equal Seniority: If two or more unit members subject to layoff have equal class
38 seniority, the lay off determination shall be made by lot.

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40 16.2.6 Re-employment Rights: Laid-off persons are eligible for re-employment in the
41 classification from which laid off for a thirty-nine (39) month period and shall be
42 re-employed in the reverse order of layoff.

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44 16.2.7 Voluntary Demotion or Voluntary Reduction in Hours: Unit members who take
45 voluntary reduction in assigned time in lieu of layoff shall, in addition to the thirty
46 nine (39) months, be granted an additional twenty-four (24) months of re-
47 employment rights.

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49 16.2.8 Unit Member Notification to the District: A unit member shall notify the District of
50 his or her intent to accept or refuse employment within ten (10) working days
51 following receipt of a re-employment notice. If the unit member accepts an offer

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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.