

CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-4270
Page 1 of 2

LAYOFF POLICY

Whenever it becomes necessary to layoff classified employees because of lack of work or lack of funds, it shall be the policy of the District to be fair and to comply with the provisions of Sections 13747 and 13737 of the Education Code. Whenever a classified employee is laid off, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the class, plus higher classes.

Seniority shall include all paid-status time served in a class plus higher class. Length of service shall be defined as follows:

1. For service prior to July 1, 1971, full-time and part-time employees whose regular assigned work year is less than 12 months in any fiscal year who were employed for the full year will be credited with a full year of service.
2. For service on or after July 1, 1971, only time in paid status will be credited.

Neither time spent on leave without pay nor overtime shall be included when computing seniority. Time spent on approved leaves with pay or military leave shall be included. Seniority of an employee in a class or class having the same or equivalent duties and responsibilities will be determined in the following manner:

1. Anniversary date of record - The employee having the earlier anniversary date of record shall have greater seniority. If two or more employees have the same anniversary date, seniority shall be determined by:
2. Start date - The employee having the earlier employment start date shall have greater seniority. If two or more employees have the same start date seniority shall be determined by:
3. Application date - The employee having the earlier date of application receipt in the district Personnel Office shall have the greater seniority. If two or more employees have the same date of application, seniority shall be determined by:
4. By lot.

Laid-off employees shall be placed on the appropriate reemployment list. Such employees do not accumulate seniority while on reemployment lists.

Order of Layoff

The Board of Trustees shall determine the classes to be reduced. Upon this determination subject to the bumping rights stated below, the employee with the least time in the class plus higher classes shall be laid off first. If more than one employee is to be laid off in the same class, the order of layoff will be from the employee with least seniority to the employee with the greatest seniority.

Bumping Rights

An employee may bump into a lower class within an established class series or bump into a class at the same or lower range where the employee held prior permanency.

When an employee exercises his/her bumping rights he/she must hold greater seniority in the class plus higher classes and may bump only the employee with the least seniority in the same class. In all cases, the employee exercising bumping rights must possess and be able to successfully demonstrate ability to perform skills required of the class into which the employee desires to bump.

The District policy pertaining to permanency shall apply to an employee who bumps into a new class. The employee will be evaluated at the end of six months. An employee who does not satisfactorily perform necessary skills and tasks within the time limit notes above, may then be requested to bump into another class, if eligible, or be laid off.

Notice of Layoff

Employees subject to layoff shall be notified at least 30 days prior to the effective date. Employees with bumping rights shall be so informed and must provide the Personnel Office, in writing of their intention to exercise rights no later than three (3) working days after notification.

Rights of Laid-Off Employees

Employees who have not gained permanency in a class, restricted employees and non-classified employees shall have no reemployment rights.

Employees laid off may be eligible to be reemployed for a period of 39 months from date of layoff and may be offered reemployment in preference to new applicants. Reemployment lists will be established by class so that reemployment will be in reverse order of lay off.

Adopted 12/14/76

Reference

Educational Code 13583.7
Citrus College Policy 4270 - Layoffs