

1.0 Definition

- 1.1 Reduction in Force - Layoff of employee caused by lack of work or funds resulting in temporary or permanent decrease in the number of positions assigned to an operating unit.

2.0 Computation of Seniority

- 2.1 In computing years of District service for purposes of layoff, time in paid status as a regular employee will be counted. Certain types of service/nonservice will not count toward seniority, including:
- 2.1.1 Overtime;
 - 2.1.2 employment as a temporary or substitute employee (Educ. Code 88127);
 - 2.1.3 non-paid status such as Board-granted unpaid leaves or loss-of-pay absences.

3.0 Effective Date and Notification of Employee

- 3.1 Reduction in force shall be effective no sooner than thirty (30) days from and after the date on which the Governing Board of the District takes the action to reduce the force. Employees affected by such a reduction in force shall be given written notice of the action of the Governing Board not less than thirty (30) days prior to the date the reduction is to be effective. Such notice shall specify the reason for the layoff and identify by name and classification the employees designated for layoff.

4.0 Removal of Names from Reemployment List

- 4.1 Names shall be removed from the reemployment list for the following reasons:
- 4.1.1 Written request of the individual;
 - 4.1.2 failure to respond within two (2) weeks to an inquiry regarding availability for employment;
 - 4.1.3 failure to accept within two (2) weeks an offer of employment in a position in the same class as that of previous assignment;
 - 4.1.4 lapse of thirty-nine (39) months following layoff.