

## LAYOFFS – REDUCTIONS

### FREQUENTLY ASKED QUESTIONS

#### **1. If my position is reduced by days/hours, do I have to apply for my own position?**

*No. You can simply choose to accept the reduced days/hours by returning the Layoff Response Form attached to the 60-day notice to the Classified Human Resources Department. If you do not return the Response Form by the due date, you will be considered to have accepted the reduction in days/hours.*

#### **2. If I do not want reduced days/hours, what are my options?**

*- In lieu of layoff you may exercise your displacement rights. If a vacant position in the same class with the same number of hours per day and months per year is available, you may be placed in that position. (Section 20.8.1, CSEA Contract. All references are to the CSEA Contract unless otherwise noted.)*

*- However, if there is no vacancy in the same class, you may bump another employee in the same classification who has less seniority than you. (Section 20.8.1 and 20.8.2.)*

*- If there are no positions in your class to bump into, you may also bump into the next lowest class in which you previously served if you have greater seniority than others in that class. (Section 20.8.3.)*

*- In lieu of layoff, you may accept a voluntary demotion into a position you never held if the position is vacant and it is determined that you qualify for the position. (Sections 17.3 and 20.7.) These are usually positions in the same job family.*

#### **3. Does this mean that if I have greater seniority, I may bump another employee who is at another school or at the District office in the same classification and who has the same hours/days as me?**

*Yes, it is possible to bump into the same classification, regardless of location, if you have greater seniority.*

#### **4. Are bumping rights calculated by anniversary date or hire date?**

*Bumping rights are calculated by length of service. The unit member who has the least seniority in a class once the length of service is calculated, including equal or higher classes, will be laid off first. (Section 20.5.) Length of service shall mean a unit member's hire date into a permanent position with the affected classification including equal or higher classes; with the exception of the entitlement of "other sick leave," which shall be credited at full service. (See Sections 20.5.1 and 20.5.2 for more information.)*

#### **5. Am I in the same "class" for bumping purposes if I have the same hours per day but more hours per year than another employee who has the same job title?**

*Yes. For bumping purposes, the "same class" means the same job description, as set forth in Board policy, regardless of number of hours and months per year. However, the number of hours per day and months per year affect the order of bumping. (See Section 20.81 for order of placement within the same class.)*

#### **6. If I want to be considered for a voluntary demotion to a vacant position in a different class, is seniority a factor?**

*Yes. However, the Director of Classified Human Resources must determine that you are qualified for the position.*

#### **7. Is seniority a factor if I test for another position?**

*No. (Also see answer to question 11.)*

#### **8. If I voluntarily demote or accept a voluntary reduction in assigned time in lieu of layoff will I get special priority if a position comes up later at my current classification and days/hours?**

*If you decide to voluntarily demote or accept a voluntary reduction you are entitled to the same rights as a person who is laid off. This means you will be placed on a reemployment list for your current classification for a period of 39 months. Because you voluntarily demoted or accepted a voluntary reduction, you shall retain eligibility to be considered for reemployment for an additional period of up to 24 months; provided that the same tests of fitness still apply. (Personnel Commission Rule 60.800.1.G.)*

**9. Is the bumping done by site or location?**

*Seniority dates are calculated on a District-wide basis (all employees in your same class and number of days/hours are included).*

**10. What seniority list will you use?**

*An updated seniority list is available on the District Classified Human Resources website.  
<https://www.oxnardsd.org/Page/322>*

**11. If I get laid off, what is going to happen to me?**

*You will be placed on a 39-month reemployment list. (Article 20 CSEA Contract and Personnel Commission Rule 60.800.1.E.) You will also be eligible to participate in promotional examinations within the District during that period (Personnel Commission Rule 60.880.1) and receive benefits for a six-month period. (Section 20.17.2).*

**Note:** This attachment is your Statement of Displacement and Reemployment Rights.