

Los Angeles Unified School District

Personnel Commission

LAYOFF AND REEMPLOYMENT INFORMATION FOR CLASSIFIED EMPLOYEES

Because the employees of the Los Angeles Unified School District are its most valuable resource, great care is taken in selecting and retaining them. Even so, there are times when layoffs or changes of assignment are unavoidable. We have learned that at such times there are a number of questions that are asked by those who may be affected.

Here are answers to some of the most frequently asked questions concerning layoff and reemployment:

1. Q: WHO IS PROTECTED BY CLASSIFIED LAYOFF AND REEMPLOYMENT PROCEDURES?

A: Most regular status classified employees are covered; restricted, substitute employees, and most Unclassified Service employees are not protected.

2. Q: I USED TO BE A RESTRICTED EMPLOYEE, BUT I AM NOW REGULAR STATUS. AM I COVERED BY LAYOFF AND REEMPLOYMENT RULES?

A: Yes, you are covered.

3. Q: I AM A PROBATIONARY EMPLOYEE. AM I COVERED BY LAYOFF AND REEMPLOYMENT RULES?

A: Yes, you are covered. As a general rule, if you have to pass an examination to be appointed to your job, you have earned seniority as a regular employee and therefore have retention and reemployment rights.

4. Q: WHAT HAPPENS IF THERE IS NO VACANCY IN MY JOB CLASSIFICATION AND I DO NOT HAVE ENOUGH SENIORITY TO BUMP ANOTHER EMPLOYEE?

A: You would bump back to your former regular classification according to seniority order. If that is not possible, you would be laid off and your name would be placed on the reemployment list for 39 months.

5. Q: WHAT IS A REEMPLOYMENT LIST?

A: It is a list of persons who have been laid off from a particular job classification. The reemployment list is established in reverse class seniority order of the employees who were laid off. If a position becomes available, the person at the top (most senior) of the reemployment list will be contacted.

6. Q: HOW LONG WOULD MY NAME REMAIN ON THE REEMPLOYMENT LIST?

A: If you continue with LAUSD in regular status, your name remains on the reemployment list indefinitely. If you are laid off from LAUSD, or you voluntarily reduce your status (e.g. substitute), your name remains on the reemployment list for 39 months. If you refuse three regular-status job offers for the specific classification, your name will be removed from the reemployment list.

7. Q: IF I ACCEPT A SUBSTITUTE ASSIGNMENT, WILL I STILL BE CONTACTED FOR A REGULAR OPENING?

A: Yes, accepting a substitute assignment does not affect your availability for regular assignments.

8. Q: THERE IS A POSITION I WOULD LIKE TO HAVE AND THE INCUMBENT HAS LESS SENIORITY THAN I DO. CAN I BUMP THAT PERSON?

A: No, you cannot select a particular position or location to bump into. If there is a vacant position in your job classification, you would be placed in that position. Otherwise you would bump the least senior employee in your job classification.

9. Q: WHAT IF I BUMP ANOTHER EMPLOYEE, BUT I DON'T LIKE THE LOCATION OF THE NEW POSITION?

- A: If your new assignment is inconveniently located, you may file a request for transfer (Change of Work Location) so that you can be considered for vacancies that might occur in the future. Obtain PC Form 5005 - Request for Transfer Form (Change of Work Location) – from the Workforce Management, Classified Employment Services, from any of the Classified Employment Offices or from the Personnel Commission website.
10. **Q: I AM A SCHOOL-BASED CLERICAL EMPLOYEE. I WOULD LIKE TO REMAIN AT MY SCHOOL. WHAT ARE MY OPTIONS IF MY POSITION IS CUT?**
- A: If there is a vacancy in your school for a classification in which you have seniority, you may be placed there depending on your seniority ranking. If there is no vacancy, you will be reassigned as close to your current work location and/or residence. Once you reach your new school, you can put in a transfer request to a location closer to your previous location or within your desired Local District. You will be contacted if an opening becomes available.
11. **Q: WHAT ARE BUMPING AND REEMPLOYMENT RIGHTS BASED ON?**
- A: Seniority in a job classification is based on the first date of hire in regular status in the employee's class plus any time spent in a higher class in regular status. In the event of periods of unpaid time, seniority is reduced equal to the period of unpaid days.
12. **Q: I AM AN "A" SHIFT BUILDINGS & GROUNDS WORKER. WILL SHIFT BE CONSIDERED DURING BUMPING?**
- A: Bumping is based on seniority regardless of differences in shift.
13. **Q: I AM ON AN ELIGIBILITY LIST. WHAT HAPPENS TO MY NAME ON THE ELIGIBILITY LIST IF I AM LAID OFF FROM THE SCHOOL DISTRICT?**
- A: Layoff does not remove your name from an eligibility list. You may be offered a position during the life of the eligibility list. In addition, if you were in regular status at the time of layoff, you retain your eligibility to compete in other promotional examinations for 39 months.
14. **Q: AM I ELIGIBLE TO APPLY FOR ANY JOB OPENINGS WITHIN LAUSD?**
- A: Yes. We encourage you to apply online at www.lausdjobs.org for positions for which you meet the qualifications.
15. **Q: WHERE DO I REGISTER FOR TO BE NOTIFIED OF UPCOMING JOB OPPORTUNITIES?**
- A: The fastest way to be notified of upcoming opportunities is to register online at www.lausdjobs.org.
16. **Q: WHAT IF I HAVE QUESTIONS ABOUT MY HEALTH BENEFITS?**
- A: Please call the Benefits Administration at (213) 241-4262 in the Office of Risk Management.
17. **Q: CAN I TAKE A LEAVE OF ABSENCE BEFORE I'M LAID OFF?**
- A: Any regular employee who has received a notice of impending layoff may be granted an unpaid leave of absence at the discretion of the division head, beginning with the date of the notice until the effective date of the layoff.
18. **Q: I WAS LAID OFF FROM THE DISTRICT AND NO LONGER HAVE MY DISTRICT EMAIL. HOW CAN I GET MY EMAIL UPDATED IN THE DISTRICT'S ONLINE APPLICATION SYSTEM?**
- A: Please call the Talent Acquisition and Selection Branch to update your email so that you can apply for District employment opportunities. You can reach them at 213-241-3455, option 4. Let them know that you were laid off and would like to update your email on eRecruit. You can only use one email address and it is recommended that you use one that has your name, for example, firstname.lastname@gmail.com.

For classified employee resources and information regarding the District's proposed *Reduction In Force (RIF)*, go to the **Employee RIF Support Center** web site at: <http://rifinfo.lausd.net>.