

Lesson Plan

for Handout (HO) and PowerPoint (PP) entitled

“I Am Sorry But We Have to Let You Go”: What to Do When You Are Laid Off

I. HO pages 1, PP slides 2-6: Layoffs Generally

- HO p. 1, PP s. 2-3: Management generally does not have to bargain with APC about the decision to layoff Unit 4 employees; However, it *must* bargain with APC About the Impact of that decision on Unit 4 employees.
- HO p. 1, PP s. 4: The decision to lay off Unit 4 employees generally cannot be challenged in a grievance; however, a violation of the layoff procedures *can* be challenged in a grievance.
- HO. P. 1, PP s. 5-6: management *cannot* layoff Unit 4 employees and, at the same time, rely more heavily on student assistants and administrators to perform Unit 4 work.

II. HO p. 1, PP s. 7-9: What Is *Not* a “Layoff”?

- HO. p. 2, PP s. 7: non-renewal of a temporary appointment
- HO p. 3, PPs. 8: “early separation” of a temporary employees
- HO p. 3, PP. s. 9: “rejection” during probation

III. HO p. 3-4, 7, PP. s. 10-11: Notice of Layoff

- HO p. 3-4, 7, PP s. 10-11: **Temporary** and **probationary** employees are entitled to written thirty-days notice.
- HO p. 7, PP s. 10-11: **Permanent** employees are entitled to written forty-five days notice.

IV. HO p. 2, 4-6, PP s. 12-26: Order of Layoff

- HO p, 2, 4-5, PP s. 12: Generally
 - HO p. 2, PP s. 12: Temporary employees are laid off first.
 - HO p. 4, PP s. 12: Probationary employees are laid off second.
 - HO p. 4-5, PP s. 12: Permanent employees are laid off last.
- HO p. 2, 4, PP s. 13: The order of layoff for **temporary** and **probationary** employees in the same classification requires consideration of “specialized skills and competency” and “documentable meritorious service” of each such employee.
- HO p. 5-7, PP s. 17-26: The order of layoff for **permanent** employees shall be in reverse order of seniority.

- HO p. 5-6, 9-10, PP s. 17-19, 25: Seniority is defined as length of continuous service in the same, equal, or higher classification.
- HO p. 6, PP s. 20: During certain types of leaves from Unit 4 employment, permanent employees keep earning Unit 4 seniority credit.
- HO p. 6-7, PP s. 21-21: During other types of leave from Unit 4 employment, permanent employees do *not* keep earning Unit 4 seniority credit; however, such leaves also do *not* constitute a break in service that would extinguish Unit 4 seniority.
- HO p. 7, PP s. 26: Permanent separation from union-represented CSU employment or “temporary reappointments” to an MPP or non-represented CSU classification for more than twenty-four months constitutes a break in service that extinguishes Unit 4 seniority, even if the employee later returns to Unit 4 employment.

V. HO p. 3-4, 7-8, PP s. 27-36: Added Job Protection for Probationary and/or Permanent Employees

- HO p. 3-4, PP s. 27-28: **Probationary** and **permanent** employees can be laid off only if no student assistants performing the same or comparable work remain.
- HO p. 4, 8, PP s. 29-32: **Probationary** and **permanent** employees have “*bumping*” rights into any *filled position* in a classification in which they previously served as a permanent employee and for which they are still qualified.
- HO p. 7-8, PP s. 33-34: **Permanent** employees have *transfer* rights into any *vacancy* for which they are qualified.
- HO p. 8, PP s. 35-36: **Permanent** employees have “reemployment” rights for five years.