

## CERTIFICATED LAYOFFS:

### TIMELINES AND DEADLINES FOR PREPARING AND IMPLEMENTING CERTIFICATED LAYOFFS

<b>Before November 1, 2013:</b>	<p><b>Establish your district's "LAYOFF TEAM"</b></p> <hr/> <p><b>Calendar team members to attend SLS Layoff Workshop on November 7, 2013</b></p> <hr/> <p><b>Review these timelines with all team members</b></p> <hr/> <p><b>Determine number of employees close to retirement</b></p>
<b>On November 7, 2013:</b>	<p><b>All team members attend SLS Layoff Workshop</b></p> <hr/> <p><b>Take your most recent certificated seniority list to the workshop</b></p>
<b>Before December 15, 2013:</b>	<p><b>Import existing seniority list information onto new SLS Excel-version of certificated seniority list template</b></p> <hr/> <p><b>Analyze the projected cost savings of offering a retirement incentive package</b></p> <hr/> <p><b>Consult with your negotiator about offering a retirement incentive package</b></p> <hr/> <p><b>Create the retirement incentive package</b></p> <hr/> <p><b>Present the package to the Board of Trustees for adoption</b></p> <hr/> <p><b>Meet with employees to discuss the retirement package</b></p> <hr/> <p><b>Prepare the retirement incentive paperwork/notices</b></p> <hr/> <p><b>Prepare a Staff Survey form using the SLS required content on district letterhead</b></p>

<p><b>On or before December 15, 2013:</b></p>	<p><b>Send out Staff Survey forms to all certificated employees</b></p> <hr/> <p><b>Open the retirement incentive package</b></p> <hr/> <p><b>*Under 250 ADA districts - call SLS by November 1 to discuss staffing concerns</b></p> <hr/> <p><b>CBO to prepare contingency FTE reduction plans and have data for the actual savings of each FTE reduction</b></p>
<p><b>On January 6, 2014:</b></p>	<p><b>Send out reminders to certificated employees that Staff Survey forms MUST be returned on or before January 13, 2014</b></p>
<p><b>Before January 13, 2014:</b></p>	<p><b>Continue updating seniority list with information received from incoming Staff Survey forms</b></p>
<p><b>On January 14, 2014:</b></p>	<p><b>STOP accepting Staff Survey forms from employees</b></p> <hr/> <p><b>Begin finalizing the certificated seniority list with final data</b></p>
<p><b>Before January 31, 2014:</b></p>	<p><b>Schedule "Seniority List Help Meeting" with SLS, if needed</b></p> <hr/> <p><b>Identify number of FTEs to be reduced</b></p> <hr/> <p><b>Identify areas of reduction (multi-subject, single, admin, etc.)</b></p> <hr/> <p><b>Prepare written proposed layoff plan</b></p> <hr/> <p><b>Prepare written list of proposed recipients of RIF notices, skips, bumping chart, etc.</b></p> <hr/> <p><b>Make sure your "Layoff Meeting" is on calendar with SLS</b></p>

<p><b>Before February 7, 2014:</b></p>	<p>Have completed "Layoff Meeting" with SLS attorneys (Meeting should take place between January 1 and February 7, 2014)</p> <hr/> <p>Prearrange meeting of Board of Trustees to adopt the Layoff Resolution and Tiebreaker Resolution (Board Meeting should occur between February 10<sup>th</sup> and February 28<sup>th</sup>)</p>
<p><b>Before February 24, 2014:</b></p>	<p>Recalibrate proposed layoff plan to account for last minute retirements received</p>
<p><b>Between February 10 and February 28, 2014:</b></p>	<p>Board Meeting and Implementation of Layoff Resolution and Tie Breaker Resolution</p>
<p><b>Before March 7, 2014:</b></p>	<p>Begin preparing layoff notices for all affected employees</p>
<p><b>On or before March 7, 2014:</b></p>	<p>Personally serve all employees with layoff notices and follow SLS guidance as to service of additional hearing procedure documents</p>
<p><b>After March 7, 2014:</b></p>	<p>Provide SLS with any Demands for Hearing received</p>
<p><b>Before May 1, 2014:</b></p>	<p>Prearrange regular or special board meeting <u>before</u> May 15<sup>th</sup> for final layoff resolutions</p>
<p><b><u>Before</u> May 15, 2014:</b></p>	<p>Board adopts final layoff resolution</p> <hr/> <p>Employees receive final layoff notices</p>