Whenever it becomes necessary to reduce the number of classified employees because of lack of work or funds, or because it is in the best interests of the district, the superintendent/president shall recommend the specific positions to be discontinued to the Board of Trustees for a decision.

When a position or positions in a class are discontinued or eliminated by the board, incumbents shall be listed in order of length of service in the class and prior service in higher classes to establish a seniority list.

Layoffs shall be made in reverse order of seniority with the person with the least seniority being laid off first, until the number of persons laid off equals the number of positions discontinued or eliminated.

No person with regular, permanent, or probationary status shall be laid off until all temporary and limited-term workers in the class have been laid off.

Names of regular employees with permanent or probationary status who are laid off shall be placed on a reemployment list of the class in reverse order of seniority so that the person with the greatest seniority among those laid off shall be the first rehired for any opening in the class.

Persons laid off have the right to participate in promotional examinations within the district during the period of thirty-nine (39) months.

In the event limited-term casual work occurs, the persons on the reemployment list for the class in which the work occurs shall take precedence for assignment of work.

A. Demotion in Lieu of Layoff

In lieu of being laid off, a probationary or permanent employee may apply in writing within five working days after notification of layoff for a demotion to a lower class in which he/she had previously served. The employee must have served in this class under permanent or satisfactory probationary status. Further, the employee must hold seniority credit in the class, plus higher classes greater than that of the incumbent with the least seniority in the lower class.

A person replaced by another employee who has voluntarily been demoted to a lower class has the same option of demotion afforded as if his/her position had been eliminated.

References: Education Code §§87743, 88117, 88127
A probationary or permanent employee required to be laid off may be considered for reassignment to a lower class in which he/she has not served provided there is a vacant position in the lower class and the employee can meet the qualifications for the position as determined by the superintendent/president or his/her designee.

B. Re-employment After Layoff

A re-employment list for each class subject to layoff shall be established and maintained for at least thirty-nine (39) calendar months. The names of probationary or permanent employees who are laid off shall be placed on the re-employment list in accordance with the length of service in the class plus higher classes. Re-employment shall be made in accordance therewith as vacancies occur in the class for which the list has been established. Employees laid off are eligible for re-employment in preference to new applicants.

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall retain eligibility to be considered for re-employment at the previous class level for thirty-nine (39) calendar months. These employees shall retain eligibility for an additional twenty-four (24) calendar months provided that the same tests of fitness under which they qualified for appointment to the class still apply.

See Administrative Procedure 7231, Seniority.