

Twin Rivers Unified School District - Classified Employees **Layoff, Bumping, and Transfer Information**

February 28, 2010

The following information pertains to employees affected by layoff or reduction in hours. We hope this information is beneficial to you. If you have any questions that are not answered here, please refer to the last page of this document for a list of individuals who can assist you.

Why is our district considering layoffs?

Our district would prefer to keep our employees. The negative impacts to individuals, general morale, and our ability to serve students will be affected. However, the State's budget crisis is causing our income to decrease dramatically. Since most of our district's budget is wages and benefits (88% in 08-09), any significant budget reduction requires that layoffs be considered.

Like many area districts, Twin Rivers also faces a continuing decline of enrollment. We now serve thousands of students less than we did just a few years ago. We receive our funding from the State based on how many students attend our schools. We are expecting an additional decline in enrollment of over 600 students for the 2010-11 school year.

What types of notices will be issued?

There are four categories of employees that will be receiving notices because of lack of work or lack of funds:

1. An employee who is currently in a position that will no longer exist and he/she is the least senior employee in that classification. These employees may or may not have rights to bump into another position.
2. An employee who is currently in a position title that is not continuing because of the inability to reach agreement with CSEA on a new merged title for all employees doing the same job. This agreement could still be reached before notices are issued. If there is no agreement, these employees will have the opportunity to apply for new, similar positions in Twin Rivers.
3. An employee who is currently in a position that will no longer exist but he/she is not the least senior employee in that class. These employees will receive notices of transfer.
4. An employee who is the least senior in a category and will be affected by position reductions of more senior people. These employees may or may not have bumping rights if they previously served in another capacity with Twin Rivers or one of the previous districts. Please review previous districts CSEA contracts regarding bumping rights.

What is the process?

Classified employees will receive notices that their jobs are being eliminated or that they are being laid off. The type of notice received will be based on the individual's relative seniority in his/her classification, or other classifications held.

When the initial notices are sent out, bumping rights options will be identified in the letter. There will be an option form with the letter that **must be completed and returned to Human Resources within 5 days**. If an employee receives a letter that does not include bumping rights for which they feel they should have, please contact Human Resources.

If someone decides to exercise their bumping rights and it affects another individual, they will be noticed at that time.

If someone retires or resigns, that may affect the transfer or layoff of other individuals. If something changes for a given individual, a second letter will be sent by Human Resources.

Could ongoing negotiations affect the number of employees that stay employed?

Anything that affects the budget such as benefits, cash in-lieu payments, work year, furlough days, etc. are items that would affect the number of employees affected by the layoffs.

If I do not receive a notice, does that mean my job next year is safe?

Classified employees are laid off with 45 days advance notice. Employees receiving notices will have the opportunity to exercise their bumping rights, if they have any. If someone with more seniority has held exactly the same job title at some point in the past, they will have the right to bump into that classification and the affected employee will receive a notice at that time.

What is the timeline?

- Our Board is scheduled to take action on the Reduction of Classified Services due to lack of work and/or lack of funds on March 2, 2010.
- Letters will be prepared and delivered to sites or mailed to homes per individual contract language shortly after the board adopts the action.
- Following receipt of your layoff/reduction letter, **you will have 5 days to make your decision and return your notice** regarding exercise of bumping rights to Human Resources. It is imperative that you respond within this timeline so that Human Resources can confirm the bumping process. If you do not respond in the timeframe, you will be laid off from employment with our district.
- When all of the option responses have been received by Human Resources, the process of bumping affected individuals into other classifications will begin. Individuals affected by the bumping process will be notified as early as possible.

When will employees be laid off?

Reductions will be effective July 1, 2010. If your work year ends before June 30, 2010, your position will end as scheduled and your layoff will be effective July 1, 2010.

What will happen to employees slated for lay-off?

Affected employees will continue to be employed and paid through June 30, 2010 or the last work day of their work calendar. A laid-off employee will be placed on a 39 month reemployment list for the classification he/she is laid off from.

What will happen to employees who bump to another classification?

If you are bumped into a different classification, your new assignment will be effective July 1, 2010, or the first scheduled workday for that position after July 1, 2010.

If I am bumped into a different (lower) classification, what will my salary be?

If you bump into a lower classification you will retain the step placement you had in the higher class. You will be paid for the number of hours and number of days of the position you bump into.

What are my re-employment rights?

If you are laid off or bumped into a different classification, you have re-employment rights back to the classification you held at the time you were affected; for example if you are a Clerk III and you bump down to a Clerk I or you are laid off, you have re-employment rights back to an Clerk III position.

If you are laid off, you are on the re-employment list for a period of 39 months.

If a vacancy occurs in the classification from which you were laid off, you will be notified by Human Resources in accordance with your contract language that there is a vacancy. You must respond within the timeline specified.

If you are on a re-employment list you will have preference in the selection process over outside applicants for vacancies in other classifications. You must apply (submit an application) for the position you are interested in and you must meet the qualification requirements for the position. You will need to check and submit applications on-line for positions you are interested in at www.edjoin.org

When will health care benefits end for laid off employees?

Medical, Dental and Vision insurance will continue for laid off employees pursuant to the respective collective bargaining agreement for each employee group. Life insurance does not continue beyond the last day worked. Other information you should be aware of includes:

- If you have a spouse with health benefits, a layoff is considered a “qualifying event” that will allow you to enroll yourself or family members in an insurance plan that is outside the open enrollment period.
- Employees may continue coverage under COBRA. Our Payroll Dept will send letters to all affected employees to inform them of this option and the cost to employees.
- Income protection plans – cease if you are laid off. This benefit only protects your paycheck if you are disabled from work. These plans do not transfer to another employer.
- Voluntary insurance products such as cancer insurance can be continued. You should contact the vendor and ask about direct billing if you are interested in continuing the coverage.
- TSA and Deferred Compensation Plans: Please contact your TSA company or your financial advisor for options regarding access to funds in these plans. The district cannot give any tax advice to employees.
- Please contact the Payroll office at 916-566-1600 x1486 for further information.

Will I be paid for all of my accrued sick leave when I am laid off?

Whatever hours you have remaining in your sick leave balance will remain in your Twin Rivers ‘sick leave bank’ in the event you are recalled to work for our district.

What if I am on sick leave, maternity leave, unpaid leave, educational leave or Workers Comp leave?

If your classification is effected by the layoff, and you are laid off, bumped or reduced, you will be laid off, bumped or reduced even if you are on sick leave, workers comp, educational leave unpaid leave. If you are out on workers compensation, and receive a layoff notice, please contact Sylvia Foster at 916-566-1600 x1537.

When will I receive my final paycheck?

You will receive your final paycheck on June 30, 2010. If you have direct deposit, your check will be directly deposited as usual. If you do not have direct deposit, your check will be mailed home. Please be sure that Human Resources is aware of your current home address.

If I am laid off from my job, will I be eligible for unemployment benefits?

You are eligible for benefits if all of these are true for you:

- Fully or partially unemployed

- Unemployed through no fault of your own
- Able for work, available for work, and actively seeking work

What's the best way to file an unemployment insurance claim?

- File for unemployment insurance benefits immediately following separation from work. The fastest and most convenient way to file a claim is online at www.edd.ca.gov. If you do not have a computer, try accessing one at your local library. You can also call 1-800-300-5616.
- Your first check should arrive within 3 weeks of filing your claim.

Can I withdraw the monies I have contributed to PERS?

Yes, your PERS monies are available to you when you separate from employment. You are allowed to withdraw only the amount you have contributed. You are not eligible to receive the contributions made by the school districts for which you have worked. If you withdraw your PERS contributions, you lose the service credit you have through the CalPERS retirement system. Based on the possibility of re-employment, you may wish to leave your funds in the System for as long as possible. When PERS has been notified that you have separated from our district, PERS will send you a form for withdrawing your contributions from PERS.

Can I retire under PERS, rather than being laid off?

Yes, if you meet certain PERS retirement eligibility criteria. Please access the CalPERS website at: www.calpers.ca.gov or contact them at 1-888-225-7377.

Do I still have access to the Employee Assistance Program?

The Employee Assistance Program is available to all employees and their family members. We have contacted our Employee Assistance Program, MHN, to make them aware that the State budget crisis has had a profound affect on the ability of Twin Rivers to maintain current staffing levels, and layoffs of personnel are forthcoming. The Program is separate from your medical benefits and there is no cost to you for seeking counseling or advice from them. The program is available 24 hours a day, seven days a week. You are encouraged to consider utilizing their services if you feel the need. Their phone number is 1-800-227-1060, or the website is: members.mhn.com, and register with company code: sia.

Normally, EAP services end on the last day of the month in which the employee was employed, however, we have arranged to continue EAP benefits past the layoff date. EAP services will continue to be available to laid off employees and their families through August 2010.

Is there any job search assistance available?

Laid off employees will be on a re-employment list for their classification and will receive notices when positions are available. For other vacancies, please view www.edjoin.org. A link to Ed Join is available on the Twin Rivers website. Apply for all positions for which you are qualified and interested.

Sacramento Works Career Centers are valuable resource centers providing job announcements, computers with internet access, resume software, on-the-job training, and individual case management. Their website is www.seta.net. They have several offices throughout the Sacramento area, but the three offices located closest to Twin Rivers are:

- 925 Del Paso Boulevard Sacramento, CA 95815 · 916-263-3800
- 5655 Hilldale Blvd, Suite 8, Sacramento, CA 95842 · 916-263-4100
- 7011 Sylvan Rd., Suite A. Citrus Heights, · 916-676-2540

Can I get a letter of reference?

In the event you apply for positions outside the Twin Rivers Unified School District, we will provide a personalized letter of introduction for all laid off employees that communicates the circumstances of our reduction decision.

If an employer asks you for a person they can contact from your last job, give the phone number for Human Resources 916-566-1782. The Human Resources staff is the only authorized staff to respond to employee reference requests from outside sources.

The standard information that we give out without a signed release, is date of hire, date of separation, job title, last wage rate, and full time or part time status.

Who can I contact for questions about benefits?

Please feel free to contact any of the following individuals listed below if you have any questions regarding employment and benefits.

Contact Person Number Email

Human Resources

Brenda Daniels, 916-566-1782 brenda.daniels@twinriversusd.org

Payroll

Kimbely Barnett, Manager Payroll & Benefits 916-566-1600 x1486,
kimbely.barnett@twinriversusd.org