

## WHAT SHOULD EDUCATORS DO WHO RECEIVE A LAYOFF (RIF) NOTICE?

**A RIF is a Reduction in Force** by a school district due to lack of funds. In other words, educators who receive RIF notices are given pink slips telling them they will be laid off.

1. Contact your CTA Chapter to help you with the RIF process.
2. Sign and hand in to the District, within 7 days of the date on your layoff notice, the attached Request for Hearing form. If your CTA representative asks you to use a different form, please do so. Whichever form you use, make sure to ask the District to datestamp an extra copy of the form to keep for your records.
3. Figure out your seniority date and collect the documents you need to prove that date. Usually your first day of paid service as a probationary employee (“PROB”) is your seniority date, BUT remember:
  - i. Your prior year of service as a temporary or substitute counts as your first year as a PROB if you served for at least 75% of the school year and were reelected to fill a vacant position the next year. Educ. Code Sec. 44917, 44918(a).
  - ii. Your prior year of service in a categorical position counts as your first year as a PROB if you served for at least 75% of the school year and were subsequently employed by the district as a PROB in a position requiring certification. Educ. Code Sec. 44909.
  - iii. Your first day of paid service may NOT be the first day of school. If you were paid to attend an in-service day before school, that day may count as your first paid day of service.
4. Make sure that ALL of your credentials and certifications are on file with the school district, especially certifications to teach English language learners. Credentials or certifications not on file with the district by March 15 will not be credited to you in the RIF hearing. You can check your credentials on the CTC website at <http://www.ctc.ca.gov/lookup.html>.
5. Fill out the attached questionnaire regarding your prior service credentials and certifications to facilitate your representation in the RIF process. Hold on to the questionnaire until your CTA representative collects it from you.

## REQUEST FOR HEARING

Dear \_\_\_\_\_:

I hereby request a hearing to determine whether there is cause to not re-employ me for the 2009-2010 school year.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_  
Date

# CALIFORNIA TEACHERS ASSOCIATION RIF DATA FORM

NOTE: You must complete the entire questionnaire. If you are unsure about past training or experience, check your personnel file. Please type or print legibly.

1. Last Name \_\_\_\_\_
2. First Name \_\_\_\_\_
3. Home Address \_\_\_\_\_
4. Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_
5. Personal Email Address \_\_\_\_\_
6. School/Campus \_\_\_\_\_
7. School/Campus address \_\_\_\_\_
8. School Phone Number \_\_\_\_\_
9. Current employment status \_\_\_\_\_  
(K-12: Probationary 1, 2 or Permanent) (CC: Contract 1, 2 or Regular)
10. Seniority date according to district (if incorrect, explain)  
\_\_\_\_\_
11. Seniority Number \_\_\_\_\_
12. First Date of Paid Service \_\_\_\_\_
13. Credentials and Certificates Held (Include the date the District was notified of each)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. District employment history. State teaching assignments (subjects and grade levels), classification and hours worked per week if less than full-time. List your current assignment first.

Dates	Teaching Assignment	Classification	Hours Per Week (If Not Full-Time)
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

15. If any employment listed above is other than probationary (contract) or permanent (regular), please explain the basis for your classification.

\_\_\_\_\_

\_\_\_\_\_

16. Degrees Held (w/Major & Minor): \_\_\_\_\_

\_\_\_\_\_

17. Degrees Anticipated (w/Major & Minor): \_\_\_\_\_

\_\_\_\_\_

18. Post Bachelor=s Degree Units: \_\_\_\_\_

19. Please explain any breaks in your service with the district. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

20. Identify every district certificated employee you know of who resigned, was dismissed or otherwise terminated, retired or announced his or her intention to terminate employment during the previous or current school year.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

21. Identify every district certificated employee who you think may retire or resign effective next school year who has not yet done so.

\_\_\_\_\_

\_\_\_\_\_

22. If you know of any person in the district with less seniority than yourself who is being retained to perform services that you are credentialed to perform (be sure to check a seniority list that indicates persons not served with layoff notices) state the name of that individual, his or her current position, and the position he or she will hold next year.

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23. Do you know why any individual listed in paragraph 22 is being retained? If so, explain why as to each such individual:

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24. List all positions held on committees, advisory groups and appointed or elected positions within the district.

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25. Please provide any other relevant information regarding your qualifications for service.

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26. State any other information you think is important to your case.

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