

SECTION 250 – TERMINATION OF EMPLOYMENT

251 RESIGNATIONS

Resignations should be submitted in writing to the supervisor, with a copy to the Personnel Director, on the form provided, at least two (2) weeks in advance of the date of termination. A resignation relates only to the specific position from which the employee resigns and does not impair his/her rights on other eligibility lists.

252 LAYOFFS AND RE-EMPLOYMENT

Layoffs of classified employees within each class because of lack of work or lack of funds shall be determined by length of service. Length of service shall mean date of hire within classification exclusive of unpaid leaves of absence. The employee who has been employed the shortest time in the classification shall be laid off first. Re-employment shall be in the reverse order of layoff. Laid-off employees are eligible for re-employment for a period of thirty-nine (39) months and shall be re-employed in preference to new applicants. (Ed. Code, § 88127; and see Section 152.)

- A. When, as a result of a bona fide reduction or elimination of the service being performed by any department, or as a result of the expiration of specially funded programs, classified positions must be eliminated and classified employees shall be subject to layoff for lack of work, affected employees shall be given notice of layoff not less than sixty (60) days prior to the effective date of layoff, and informed of their displacement rights, if any, and re-employment rights.
- B. Nothing herein provided shall preclude a layoff for lack of funds in the event of an actual and existing financial inability to pay salaries of classified employees, nor layoff for lack of work resulting from causes not foreseeable or preventable by the Governing Board, without the notice required by subsection A hereof. (Ed. Code, § 88017.)
- C. In the notice of layoff, the employee will be requested to respond in writing within two (2) weeks as to whether he/she will accept the layoff or invoke bumping rights.
- D. An employee may bump the least senior employee in his/her present classification. Seniority will be determined by time in present classification and any higher level classification. The least senior employee in the classification may bump into a lower classification if he/she holds permanent status in the lower classification and there is an employee in the lower classification with less seniority.

253 UNEMPLOYMENT INSURANCE NOTIFICATION

The District will furnish printed statements relating to claims for benefits to laid off classified employees.