



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

Administrative Procedure

Chapter 7 – Human Resources

AP 7237 – LAYOFFS

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 interest of the District, the District Chancellor 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 of Trustees, 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 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

Probationary or permanent employees who take voluntary demotions or voluntary reductions in assignment in lieu of layoff shall be, at the employee's option, returned to a position in their former class or to positions with increased assigned time as vacancies become available, and with no time limit, except that they shall be ranked in accordance with their seniority on any reemployment list

B. Re-employment After Layoff

A re-employment list for each class subject to layoff shall be established and maintained for at least 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 39 calendar months. These employees shall retain eligibility for an additional 24 calendar months provided that the same tests of fitness under which they qualified for appointment to the class still apply.

Also see the Collective Bargaining Agreements (CBA)/Handbooks for applicable employee groups. If there is any conflict between this procedure and the applicable CBA, the CBA provisions shall prevail.

References: Education Code Sections 87743, 88001, 88014, 88117, and 88127

Approved: 4/1/19

New Procedure