

Reduction In Force – Layoff Check List For CSEA Members

- Keep eyes and ears open for information relating to Reductions in Force
- Report **credible** information (not just rumors) to Unit/Local shop steward or officers.
- **Check your official employment record – If it is not accurate up-date and or challenge the information ASAP:**
 - o Is the following personal information current and accurate?:
 - Your mailing address
 - Your phone number (home, work, cell)
 - Is your Veteran's status (if any) duly noted?
 - Education level
 - Certifications/licenses noted?
 - o Location of Employment Record:
 - State Employees check with personnel office
 - Local Government Employers Check with the Civil Service Office which covers your employer.
- **Information to check and or verify:**
 - o **Current appointment status:**
 - Permanent
 - Permanent (on Probation)
 - Contingent Permanent
 - Contingent Permanent (on Probation)
 - Provisional (Competitive Class only)
 - Temporary
 - o **Current title:**
 - Exact Civil Service title - Not "in-house" Title
 - Titles with (parenthesis) are stand alone titles
 - This includes items including
 - o Language e.g.: (Spanish Speaking)
 - o Work time designations
 - (Part Time)
 - (10-month)

- **Information to check (con't)**

o **Jurisdictional Classification of title:**

- Competitive
- Non-Competitive
- Labor
- Exempt
- Unclassified

- Do you have a hold on another position? If you are displaced you must return to your hold item.
- Does someone have a hold on your current position? If
- What is your Classified Seniority Date?
 - o date of original appointment on a permanent basis
- Find out what your layoff unit consists of.
- Is your resume' up to date and accurate?
- Attend all meetings to get further information

If you are laid off be sure to :

- Sign up for CSEA's 1-Yr dues free membership
- Be sure to include all counties where you would be willing to work on your preferred list (Green card – S295.5)
- Take any promotion exams that you are eligible to take