



FREQUENTLY ASKED QUESTIONS: LAYOFF NOTICES

Updated 3/12/12

Q: What does it mean if I get a Notice of Non-Reemployment (layoff notice)?

A: This means that you MAY be laid off as of June 15, 2012. The District is legally required to let you know of this possibility by March 15, 2012.

Q: What are my due process rights if I am a probationary or permanent teacher?

A: You have the right to be laid off in seniority order and you have the right to challenge your placement on the seniority list at a layoff hearing in front of an Administrative Law Judge.

Q: Will BFT represent me in terms of the due process I am entitled to in this process?

A: Yes, BFT and our attorney will represent you if you wish. You will need to sign a "Power of Representation" form and complete a questionnaire about your employment history. These forms must be returned to BFT no later than Wednesday, March 21st.

Q: How can I get more information and assistance with completing the necessary forms?

A: **You should plan to be at a "must attend" meeting for all BFT members receiving notice of possible layoff.** This meeting will take place on this Thursday, March 15th at 4:00 p.m. at the Adult School (1701 San Pablo Avenue; lots of free parking).

Q: *This is a very stressful situation. Is there any FREE support available to me?*

Yes. The Employee Assistance Program is FREE and completely confidential for all BUSD employees and their family members. You can access the services available through ComPsych by calling 1-800-272-7255. There are legal, financial and counseling services available through this program. For more information, see the FAQ on this subject on the BFT web site, berkeleyfederationofteachers.org.

Q: What can I do to preserve my rights in this process?

A: Here are some key answers:

- Please be sure that BFT has your current mailing address, phone number and home email address.
- Please carefully read everything you get from BUSD and BFT.
- Email or call BFT with questions and concerns: bft4tchr@lmi.net or 549-2307.
- Be sure that BUSD has all of your credentials on file and that all of your credentials are registered with the CTC (you can check their web site at www.ctc.ca.gov).

- Keep a copy of everything you submit to BUSD.

Q: When and where are the layoff hearings?

A: The layoff hearings will be in April, but the exact dates are not yet set. The layoff hearings will likely be in Berkeley. We will provide more info as soon as it is available.

Q: Should I plan attend all the days of the hearings?

A: That is not completely clear yet. The District may attempt to schedule certain credential areas (i.e. art credentials, biology credentials, etc.) for certain days. We will provide more information once it is available.

Q: Will my absences to attend layoff hearings be charged to my sick leave?

A: No. These days will not come out of your sick leave balance.

Q: What sub code should I use when I call SubFinder?

A: The sub code for layoff hearings is:

- SubFinder online: A129
- SubFinder by phone (1-866-496-2304): = 22

Q: When will I know for sure whether or not I am in fact being laid off?

A: BUSD must give you final notice by May 15, 2012. However, people are often brought back after the May 15th date.

Q: Will I be paid during July and August? What happens to my benefits?

Yes, July and August pay is for the work you have already done during the 2011-2012 school year. Your benefits will continue through August 31, 2012. You are eligible to stay in the BUSD group coverage plan at your own expense for 18 months after August 2012 under a federal law called COBRA.

Q: If I have an urgent question what is the best way to contact BFT?

A: For urgent matters the best thing is to send an email to bft4tchr@lmi.net. You can also reach us at 549-2307.