

Layoff Checklist

CFA Fall 2009

I. Have You Been Laid Off?

YES NO

1. I am a **tenure-track or tenured faculty member** and I am being told that there no longer is any work for me at all (complete layoff) or that there is not enough work to satisfy the entire time base of my appointment (partial layoff).
2. I am a **FERP participant** and I am being told that there no longer is any work for me at all (complete layoff) or that there is not enough work to satisfy the entire time base of my appointment (partial layoff).
3. I am a **full-time lecturer with an active (non-expired) appointment** and I am being told that there no longer is any work for me at all (complete layoff) or that there is not enough work for full-time employment (partial layoff).
4. I am a **part-time lecturer with an active (non-expired) appointment** and I am being told **after the third class meeting** that some or all of my classes are being cancelled and I am being neither paid for the remaining portion of the class(es) nor provided with (an) alternate work assignment(s).

If your answer is "yes" to any of these four questions, you have been laid off. Please turn to sections II and III of this checklist to see if your rights have been violated.

Please note that you have **not** been laid off if either of the following two scenarios describes your situation:

- You are a **full-time or part-time lecturer with an expired appointment** and are being told that there is no longer any work for you at all or that there is not enough work for a subsequent appointment at your prior time base.
- You are a **part-time lecturer with an active (non-expired) appointment** and are being told **before the third class meeting** that some or all of your classes are being cancelled and you are only being paid for any class hours taught.

If either of these two scenarios describes your situation, you have **not** been laid off and should **not** use this checklist.

II. Has the Order of Layoff Been Violated?

YES NO

1. I am a **tenured faculty member** who has been laid off and there is at least one tenure-track faculty member, FERP participant or lecturer who is still employed in my department.
2. I am a **tenure-track faculty member** who has been laid off and there is at least one FERP participant or lecturer who is still employed in my department.
3. I am a **FERP participant** who has been laid off and there is at least one lecturer who is still employed in my department.
4. I am a **full-time three-year lecturer** who has been laid off and there is at least one part-time three year lecturer or full-time or part-time non-three-year lecturer who is still employed in my department.
5. I am a **part-time three-year lecturer** who has been laid off and there is at least one full-time or part-time non-three-year lecturer who is still employed in my department.
6. I am a **full-time non-three-year lecturer** who has been laid off and there is at least one part-time non-three-year lecturer Who is still employed in my department.

If your answer is "yes" to any of these six questions, the order of layoff has been violated. Please contact your CFA Faculty Rights Chair or CFA Field Representative and ask them to file a grievance on your behalf. You may also visit the following website and file a grievance without the help of CFA:
http://www.calfac.org/allpdf/Representation/Grievance_Form_110508_fillable.pdf.
Please allege a violation of Article 38. Please note that CFA cannot be held responsible for any deficiencies if you file a grievance without the help of CFA.

For the order of lay-off within the six groups identified above, as well as among counselor faculty, please visit the following website and review Articles 38.13- 38.16:
http://www.calfac.org/allpdf/contractpages2007/Article_38.pdf.

III. Has Sufficient Notice of Layoff Been Provided?

1. Have you been laid off and have **all other faculty** (tenured faculty, tenure-track faculty, FERP participants, and lecturers) in your department or program either also been laid off or moved to another department or program? If so, you have been laid off because of a “**programmatic change**” and we ask you to please answer the following four questions. If not, please turn to section III.2.
 - a. I am a **tenured faculty member** who has been laid off and I did not receive notice of the layoff **one (1) year** prior to the effective date of the layoff.
 - b. I am a **tenure-track faculty member** who has been laid off and I did not receive notice of the layoff **one hundred and twenty (120) days** prior to the effective date of the layoff.
 - c. I am a **FERP participants** who has been laid off and I did not receive notice of the layoff **ninety (90) days** prior to the effective date of the layoff.
 - d. I am a **lecturer** who has been laid off and I did not receive notice of the layoff **sixty (1) days** prior to the effective date of the layoff.

If your answer is "yes" to any of these four questions, you have not received sufficient notice of layoff. Please contact your CFA Faculty Rights Chair or CFA Field Representative and ask them to file a grievance on your behalf. You may also visit the following website and file a grievance without the help of CFA: http://www.calfac.org/allpdf/Representation/Grievance_Form_110508_fillable.pdf Please allege a violation of Article 38. Please note that CFA cannot be held responsible for any deficiencies if you file a grievance without the help of CFA.

2. Have you been laid off and are **some other faculty** (tenured faculty, tenure-track faculty, FERP participants, or lecturers) in your department or program still being employed in your department or program? If so, you have been laid off for “**lack of funds or lack of work**” and we ask you to please answer the following four questions.
- a. I am a **tenured faculty member** who has been laid off and I did not receive notice of the layoff **one hundred eighty (180) days** prior to the effective date of the layoff.
 - b. I am a **tenure-track faculty member** who has been laid off and I did not receive notice of the layoff **ninety (90) days** prior to the effective date of the layoff.
 - c. I am a **FERP participants** who has been laid off and I did not receive notice of the layoff **sixty (60) days** prior to the effective date of the layoff.
 - d. I am a **lecturer** who has been laid off and I did not receive notice of the layoff **forty-five (45) days** prior to the effective date of the layoff.

If your answer is "yes" to any of these four questions, you have not received sufficient notice of layoff. Please contact your CFA Faculty Rights Chair or CFA Field Representative and ask them to file a grievance on your behalf. You may also visit the following website and file a grievance without the help of CFA: http://www.calfac.org/allpdf/Representation/Grievance_Form_110508_fillable.pdf Please allege a violation of Article 38. Please note that CFA cannot be held responsible for any deficiencies if you file a grievance without the help of CFA.