

ARTICLE 23

LAYOFF

Determination of the Necessity to Lay Off

- 23.1 A layoff shall refer to an involuntary separation or reduction in time base of a Core ELP Instructor to a time base below .5 pursuant to this Article. The partial or complete reduction in time base for a Term ELP Instructor may be accomplished pursuant to Provision 8.19 and does not require the layoff of the employee pursuant to this Article.
- 23.2 The necessity for layoff of Core ELP Instructors shall be determined by the CSU on the basis of whether there exists a lack of work or lack of funds. Upon such determination, the procedures of this Article shall apply.
- 23.3 Considerations in making such a determination shall include, but not be limited to, student enrollment data and projections, available funds, and scheduled curricular and program changes.
- 23.4 Prior to initiating a layoff, CSULA will first reduce the hours of Term ELP Instructors pursuant to Article 8.

Union Notice

- 23.5 When the CSU determines that a layoff is necessary, the CSU will notify the CSUEU headquarters immediately. CSUEU may submit a written request to the Office of the Chancellor to meet and confer on the bargaining unit impact.
- 23.6 The President shall establish the order of layoff for Core ELP Instructors by considering only the following factors:
- a. Qualifications needed for the program;
 - b. Competency in relation to program needs

The Dean of the College of Extended Studies and International Programs shall determine the qualifications needed for the program.

Employee Notice of Layoff

- 23.7 An employee who is to be laid off shall receive notice of such layoff in writing to be mailed by certified mail, return receipt requested, to the employee's last known address.

Reemployment Rights and Opportunities

- 23.8 The President shall maintain a reemployment list of laid-off Core ELP Instructors with effective dates of layoff. An employee's name shall remain on the reemployment list until he/she returns to a time base of .5 or greater. In no case shall a name remain on the reemployment list for more than five (5) years.
- 23.9 Vacancies shall not be filled without first making an offer of reemployment to those on this list. Such offer must be accepted in writing within five (5) days. If an individual on the reemployment list declines two (2) such offers, he/she waives these reemployment rights. An individual on a reemployment list may request inactive status for up to one (1) year.
- 23.10 Core ELP Instructors who possess the qualifications needed for the vacancy shall be recalled in the reverse order that they were placed on the list.
- 23.11 A Core ELP Instructor reemployed under the conditions of this Article shall retain service credit subject to Public Employees' Retirement System (PERS) regulations and seniority he/she held at the date of layoff.