

## BTU-ESP: Know the Facts, What You Need To Know About Layoff & Your Rights

Should reduction of employees become necessary, written notification of the reduction shall be given to the affected employee no later than ten (10) calendar days before the action is to become effective.

### **Current Address on File with District**

All employees need to make certain that they have their correct address on file with the District Personnel Records Department to insure they receive communications regarding notice of recall from Non-Instructional Staffing.

### **Apply for at least two (2) Vacancies to remain on Layoff List**

Remember an employee who fails to apply for at least two (2) vacancies from a notice listing of at least three (3) vacancies for which they are qualified, shall be removed from the layoff list and no longer employed by the school district.

### **What Happens If you Decline and you applied for a Position**

An employee who applies for a vacancy and is offered the position and subsequently declines the position, shall be removed from the layoff list and no longer employed by the school district.

### **Order of Reduction:**

A **qualified** employee at the work location having the **longest unit seniority** within each bargaining unit classification:

**Program Assistants:** Behavioral Technician, BRACE, Community Liaison, Home Service Educator, Even Start, Job Coach, Parent Educator, Vocational & Career Advisor)

### **Certified Teacher Assistants:**

Teacher Assistant & Para Pro Certifications or AA Degree

### **Teacher Assistants:**

Teacher Assistant Certification

### **Certified Classroom Assistants:**

Classroom Assistant who has Para Pro Certification

### **Classroom Assistants:**

High School Diploma only

**Qualified:** Shall apply to those employed working in the bilingual program who are fluent in a second language or employees working the exceptional educational program who have participated in inservice

or equivalent training in the area, or closely related area of exceptionality or prior experience in exceptional educational programs.

**Seniority:** the longest uninterrupted service in the bargaining unit unless defined differently in a specific provision of the contract. Service shall not be deemed to be interrupted by any leave approved and granted pursuant to the contract. An employee who leaves the unit for any position in the District or who is on layoff status retains earned seniority if he/she returns to the bargaining unit within one (1) year, and upon return, shall assume the accumulation of unit seniority.

**WHAT HAPPENS IF THERE IS A TIE BETWEEN TWO OR MORE EMPLOYEES WITH THE SAME SENIORITY DATE:**

The longest total service in a PPA bargaining unit position in the District

The longest total service in any permanent position of employment by the District

The earliest date of application for any position of employment by the District

**Qualified for Retirement:** Any employee who would have qualified for retirement during the reduction shall be allowed to complete that year so as to acquire needed service.

**Super Seniority for Building Representatives:** whenever possible, building representatives shall be given super seniority exemption from layoff.

**Vacancies:** An employee who declines an offered vacancy that requires toileting responsibilities associated with a specific individual shall not have that offer count towards removal from the layoff list.

**How to File for Unemployment:**

If you received notice of layoff with the District the day after your last day of employment you are eligible to file for unemployment.

**Decide how you would like to file your unemployment claim:**

**There are three ways to apply for unemployment benefits in the state of Florida you can file your claim on the internet by mail, by fax or by telephone.**

If you decide to file your claim by internet go to [www.fluidnow.com](http://www.fluidnow.com).

You will need to select the Internet Unemployment Compensation Claim.

(Takes approximately 30 minutes)

To file by telephone you will need to call 800-204-2418. An automated system will guide you along the process of filing your claim. You will then be connected to a customer service representative to complete the final process.

If you are filing your unemployment by fax or by mail be sure to make a copy of your forms and keep the originals for your files. Only mail in the copies. Allow 7 days after mailing in your documents or 5 days after faxing in your documents you will need to call 800-204-2418 to access your pin number.