

What is the re-employment process?

The re-employment process has been designed to bring a laid-off employee back to work at San José State in the same classification and skill level from which he/she has been laid off. Permanent employees shall be placed on a re-employment list by order of seniority within their classification. San José State will retain a re-employment list for up to five years.

How long do I stay on the re-employment list?

An employee will remain on the re-employment list until he/she returns to a position in the same classification, or skill level within a classification, held at the time of layoff and at the same time base as previously held or has declined two opportunities to return to SJSU. In no case shall an employee remain on the re-employment list for more than five years.

Where is my name on the list?

The order of re-employment is based on seniority points within a classification.

How will HR notify me of a new job opportunity in my classification?

Workforce Planning will send a re-employment notification by U.S. mail to all eligible candidates on the list in the appropriate classification. It is important to ensure SJSU has your current contact information on file. Please use the Employee Contact Update form provided in your re-employment guide to notify Human Resources of any changes to your contact information. Please return this form to Human Resources.

What do I do if I receive a re-employment notification?

You will have seven (7) calendar days to respond to the notice. It is your responsibility to respond within this time frame. You should respond by U.S. mail or by fax as outlined in the notification.

What if I do not respond to the re-employment notification?

If you do not respond by the deadline, your non-response will be considered a “decline” response.

How many times can I decline a re-employment opportunity?

If you decline two times, you will waive your re-employment rights.

If I respond that I am interested in the opportunity, does that guarantee the new job is mine?

No. The person with the most seniority will be guaranteed the position.

When will Human Resources let me know if I am the person selected for the job?

You will be notified within approximately two weeks of returning the re-employment notification.

Do I get to pick where I will be assigned?

No. Your re-employment assignment will be based on where the vacancy is in your classification.

When will I know where my new job will be?

Once you have accepted the re-employment assignment, you will receive a confirmation letter with the position information including a position description.

What if I don't want the new assignment?

Once you have returned the re-employment notification expressing your acceptance of the opportunity, and Human Resources identifies you as the most senior employee on the list in the classification, a refusal to accept the assignment will be considered as your resignation from the university.

Will I have the same work hours and time base as my old job?

The work hours and time base may or may not be the same as your previous position. This is determined by the business needs of the new department.

What will my salary be in my new job?

Your salary in your new position will be the same as the salary in the position from which you were laid off. If you return at a lower time base your salary will be prorated.

How am I being selected from the list?

You will be selected based on seniority.

Is it my responsibility to contact HR to see if there is a job for me?

No. Human Resources will contact you when there is an assignment in your classification. You may always check current job listings and apply for those in which you are interested.

What if I get a new job outside of San Jose State?

You may accept another position outside of the university and still remain on the re-employment list.

Can I apply for a job in a different classification at San Jose State?

Yes. You will remain on the re-employment list in the classification from which you were laid off.

What if I don't want to be on the re-employment list?

Notify the Workforce Planning department in Human Resources in writing of your decision. Please send your notice to reemployment@sjsu.edu

Will I have the same benefits when I return?

You will be eligible to re-enroll in benefits programs in effect at the time of your return and at the prevailing costs. There may be an impact to your PERS account if you return to a lower time base appointment. You can call a benefits representative for any concerns about your benefits.

What will happen to my vacation and sick leave time when I return?

You will return to the vacation accrual rate you had at the time of lay off unless you are returning at a different time base. In addition, your sick leave balance held at the time of layoff will be restored at the time of re-employment.

Will I have to serve a probationary period in my new job?

No, because you will return to the classification from which you held permanency.

I plan to stay in touch with my department. If I hear that my old job is available, can I just return to that job?

No. All vacancies in the affected classifications will be filled from the re-employment list by seniority.

What happens if I accept a temporary position at SJSU?

You may accept a temporary position at SJSU and remain on the re-employment list for a permanent position in your classification.

What if I want to apply at another CSU campus? Will you call me for those openings?

You may apply for and accept a position at another CSU campus. SJSU will not call you about positions at other CSU campuses. Please visit <http://csucareers.calstate.edu/> to review vacancies at other campuses. You will remain on the SJSU re-employment list until you notify Human Resources to remove your name or until you have declined two opportunities.

What is the job clearinghouse?

The job clearinghouse is a website listing all available California State University jobs.

<http://csucareers.calstate.edu/>

What if I move or change my phone number or email?

It is critical to notify the university when you move or change your phone number. It is your responsibility to keep Human Resources informed of any changes in your contact information. Notify us by completing the Employee Contact Update form provided in your re-employment guide. Please return this form to Human Resources.