

Re-employment Protocol

Purpose

Re-employment of employees following a layoff is defined and governed by the collective bargaining agreements (CBA) between the California State University Board of Trustees and active unions in the CSU. This guideline provides operational steps in identifying, tracking, and notifying for re-employment all eligible represented employees laid off from the University.

A. Process

Laid off employees may exercise re-employment rights as described in their respective bargaining agreements. By the effective date of the layoff, the Employee Relations unit within Human Resources will establish a re-employment list based on seniority points within the impacted classifications. When a position is identified and approved to be filled, these steps will be followed:

1. The department decides to fill the position as a temporary or as a permanent appointment and notifies Workforce Planning of their intent to fill the position by submitting a Request to Recruit via eRecruit.
2. The Workforce Planning Analyst generates a list of eligible employees in the appropriate classification.
3. Workforce Planning will send a *Re-Employment Notification* by U.S. mail to all eligible employees on the list in the appropriate classification. Candidates will have 7 calendar days to respond to the notice. Non-response to the Re-employment Notification will be recorded as a “decline” response. Appointment to the available vacancy will be made on the basis of seniority. When two or more employees with equal seniority elect to accept the position, the president, or the president’s designee, will make the selection on the basis of merit.
4. Once an employee accepts a position, Workforce Planning will contact the hiring manager with the new hire name, start date, and Human Resources orientation date and time. Workforce Planning will send an appointment letter to the employee with the appointment information, including a position description.
5. Workforce Planning will notify those employees who are not selected for a position.
6. Workforce Planning will prepare an Employee Profile for the re-employment action and the employee’s name will be noted on the re-employment list as having accepted a position.
7. An employee re-employed after a layoff shall retain permanent status rights, service credit (subject to Public Employees Retirement System regulations), salary commensurate with time base, sick leave,

and seniority credits held at the date of layoff. Vacation accrual will begin again based on service credit with the university and time base in the new assignment.

8. If an employee declines two re-employment opportunities, he/she waives his/her re-employment rights and is removed from the re-employment list. An employee will not be adversely affected if declining a vacant position with a reduced time base or with a temporary appointment basis.
9. An employee on the re-employment list may request inactive status for up to one year and must complete the appropriate request form and submit the form to Workforce Planning for consideration. Time in Inactive status will count toward the five year timeline of the re-employment list.
10. In no case shall a name remain on the re-employment list for more than five years.

B. Job Clearinghouse

Contract language in the CBAs directs the CSU to “provide a job clearinghouse to advise and inform employees in classifications, or skill levels within classifications, undergoing layoff of employment opportunities at other campuses.” To that end, the Chancellor’s Office maintains an employment link for opportunities at the various campuses at, <http://csucareers.calstate.edu/> where jobs are routinely posted across the system, sorted by type, region, classification, campus, and discipline.

San José State University Human Resources’ website will link to the Chancellor’s Office employment link.