

Reduction In Force/Layoff Checklist for CSEA Members in the Private Sector

- Keep your eyes and ears open for information relating to Reductions in Force
- Report **credible** information (not just rumors) to your union Local Shop Steward or Officers.
- Go online to cseany.org and either login or create your member account. In the dropdown box, select "MY CSEA ACCOUNT" and make sure your contact information is updated ASAP:
 - Is the following personal information current and accurate?:
 - Your mailing address
 - Your phone number (home, work, cell)
 - Your email address
- Information to check and/or verify:**
 - What is your Seniority date?
 - Date as defined in your union contract or employer past practice
 - Your contract - Was the correct layoff procedure followed?
 - If not, or if you have questions about this, contact your union Shop Steward or Local President immediately.
 - Is your résumé up to date and accurate?
 - Attend all meetings to get further information

If you are laid off be sure to:

- [Apply for CSEA's 1-year dues-free membership](#) if you become unemployed.
- [Apply for Unemployment Insurance](#) as soon as possible.
- Know your rights and the services available to you. [Download a copy of CSEA's Layoff Services Guide](#) for private sector employees.