

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

- Establish an effective two-way communication network between:
 - Local and members
 - Local and union staff
 - Local and employer (see below)

- At first of a credible sign/rumor of a Reduction in Force (RIF):
 - Contact employer to verify information:
 - In person
 - Via telephone
 - Via email

 - Contact CSEA:
 - Labor Relation Specialist (LRS)
 - Region Director
 - Private Sector Director

- Gather pertinent information:
 - What departments/sections within the Local will be affected?
 - How many positions (including vacancies) will be abolished?
 - How many employees will be affected?

- Establish/improve communications link with the Employer
 - Identify formal contact persons
 - Identify alternative contact persons

- Find out why a RIF is being considered/utilized.

- Offer and discuss alternatives to RIF

- Establish regular meeting times with management officials to keep up to date
 - Once per week minimum

- Review Reduction in Force Procedures:
 - In the Collective Bargaining Agreement or side letter/memorandum of agreement

- Determine Layoff Units
 - Determine how the agency will administer the reduction in force
 - By facility? By department?
- Request current Seniority listing by department and job title
- Request meeting between the employer and members to explain the layoff process
 - For smaller groups, should include:
 - Management Representatives
 - CSEA Local/Unit Officers or Shop Stewards
 - CSEA Labor Relations staff
 - CSEA Private Sector Specialist
 - For medium to large numbers of layoffs, could also include:
 - CSEA Director of Private Sector
 - CSEA Research Department Staff
 - NYS Department of Labor Rapid Response Team
- Provide members with [CSEA Layoff Services Guide for Private Sector Employees](#) and/or have them visit: <https://cseany.org/layoff-services>
- Provide members with [application for CSEA's one-year dues-free membership](#) while laid off where their name is on a preferred hiring list. *Note: CSEA Officers cannot receive free membership and must apply for direct dues payment.*