

## Reduction In Force/Layoff Checklist for CSEA members in the Public Sector

- Keep your eyes and ears open for information relating to Reductions in Force
- Report **credible** information (not just rumors) to your CSEA Unit/Local shop steward or officers.
- Check your official employment record – If it is not accurate, update and/or challenge the information ASAP:**
  - Is the following personal information current and accurate?:
    - Your mailing address
    - Your phone number (home, work, cell)
    - Is your Veteran’s status (if any) duly noted?
    - Education level
    - Certifications/licenses noted?
  - Location of Employment Record:
    - State Employees - check with personnel office
    - Local Government Employees - Check with the Civil Service Office which covers your employer
- Information to check and/or verify:
  - **Current appointment status:**
    - Permanent
    - Permanent (on Probation)
    - Contingent Permanent
    - Contingent Permanent (on Probation)
    - Provisional (Competitive Class only)
    - Temporary
  - **Current title:**
    - Exact Civil Service title - Not “in-house” title
    - Titles with (parenthesis) are stand alone titles  
*This includes items including*
      - Language, e.g.: (Spanish Speaking)
      - Work time designations
        - (Part Time)
        - (10-month)

- Information to check and/or verify (Continued):
  - **Jurisdictional Classification of title:**
    - Competitive
    - Non-Competitive
    - Labor
    - Exempt
    - Unclassified
- Do you have a hold on another position? If you are displaced, you must return to your hold item.
- Does someone have a hold on your current position? If so that person will have the ability to displace you if they are bumped from their current position.
- What is your Classified Seniority Date?
  - Date of original appointment on a permanent basis
- Find out what your layoff unit consists of.
- 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.
- Be sure to include all counties where you would be willing to work on your preferred list. (Green card – S295.5)
- Take any open competitive and/or promotional exams you are eligible to take.
- [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 public sector employees.