

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

- Establish an effective two-way communication network between:
 - Unit/Local and members
 - Unit/Local and Labor Relations staff
 - Unit/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 Region:
 - Labor Relation Specialist (LRS)
 - Region Director

- Gather pertinent information:
 - What departments/sections 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 Civil Service Law
 - Section 80 (Competitive Class)
 - Section 80-a (Non-Comp employees – State only)

 - In Civil Service Rules (Competitive Class only)

 - In the Collective Bargaining Agreement or side letter/memorandum of agreement

 - CSEA/New York State Reduction In Force resources
 - Available via: <https://cseany.org/layoff-services>

- Identify titles/employees who are covered by Civil Service Law/Rules regarding RIF procedures and who are not.
- Check the contract language regarding coverage for members who are not covered by the Civil Service Law/Rules.
- For Local Government: If there is no language for RIF or Recall for Non-Competitive and Labor Class, a procedure should be negotiated via impact bargaining.
 - Procedures should be equivalent to the Competitive Class procedure using seniority as the measure of a member's retention and recall rights.
- Determine Layoff Units
 - For State Agencies with state-wide layoff units
 - Determine how the agency will administer the Reduction In Force
 - By facility, then county, then region, then state-wide OR
 - Most senior to least senior, regardless of where the least senior employee is located within the state.
- Determine promotional career ladder (Competitive Class only).
- Request current seniority listing by layoff unit and title (including non-permanent employees).
- Request meeting(s) 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
 - For medium to large numbers of layoffs, could also include:
 - Civil Service Department Representatives
 - CSEA Research Department Staff
 - CSEA Work Institute Representatives
 - NYS Department of Labor Rapid Response Team
 - NYS Career Mobility Office (for State Division)
- Provide members with [CSEA Layoff Services Guide for Public Sector Employees](#) 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.*