

## GETTING READY FOR EDUCATOR RIFs 5 STEPS TO TAKE *NOW!*

**A RIF is a Reduction in Force by a school district due to lack of funds. In other words, educators who receive RIF notices are given pink slips telling them they will be laid off.**

- 1** If your district asks you to sign a statement verifying your seniority date and credentials, **BE CAREFUL**. Make sure the information is 100% correct before you sign. If you sign and the information is not accurate (for example, the statement credits you with too little seniority or some, but not all, of your credentials), the district will use the statement against you in the RIF hearing to undermine your seniority and credential claims. RIF hearing officers also often restrict individuals from contesting incorrect credential or seniority information at the RIF hearing when the individuals already have had an opportunity to set the record straight.
- 2** Make sure that **ALL** of your credentials and certifications are on file with the school district, especially certifications to teach English language learners. If you hold a credential or certification, but it is not on file with the district by March 15th, you will not be credited with that credential or certification in the RIF hearing. If you need to check on your credentials, look them up on the CTC website at <http://www.ctc.ca.gov/lookup.html>.
- 3** Check your personnel file. Copy any documents from the file that you will need to prove your first day of paid service with the district as a probationary employee. Remember, your first in-service day may count. Collect the documents now that will let you prove that date if need be in the RIF hearings.
- 4** Confirm your CTA Membership. CTA provides RIF representation to members who are current members and were active members at the time they received a RIF notice. CTA does not provide representation to non-members in RIF proceedings.
- 5** Contact your CTA staff person immediately if you receive a layoff notice. There are very short and strict timelines that begin to run from the date any teacher receives a layoff notice. It is very important that you contact CTA right away once you receive a layoff notice, so that CTA can assist you in enforcing your rights. CTA can also provide you with information regarding your reemployment rights.

**Thanks for taking the time to review this material. A little time spent now preparing for possible RIFs in your district could help you later.**