



## KEY DATES & ACTIONS IN THE MARCH 15<sup>TH</sup> LAYOFF PROCESS

<b>Event</b>	<b>Date</b>	<b>Explanation</b>
<b>Layoff Notice</b>	March 15th	You will receive an individual notice stating that the District intends to lay you off. The notice must be written and either personally given to you or mailed to you by registered mail by March 15 <sup>th</sup> .
<b>Request for a Hearing</b>	Must be served on the District within <b>7 Days</b> of Service of Layoff Notice or Another (Later) Date Specified in Layoff Notice	The layoff notice will ask if you want a hearing. You DO! To get one, fill out the attached Request for a Hearing form or the form provided by your CTA representative and hand it in to the District within 7 days of the date that your layoff notice was sent (unless a later date is specified in the layoff notice). Take two copies with you when you hand the form in and ask the District to date stamp one of them for you to keep for your records.
<b>District Statement of Reduction in Force</b>	You will receive this after you request a hearing.	After you serve your request for hearing, the district will respond by serving you with a document called a "District Statement of Reduction in Force."
<b>Notice of Participation</b>	Within <b>5 days</b> of Service of District Statement of Reduction in Force	As soon as you receive the District Statement of Reduction in Force, fill out the attached Notice of Participation and give it to the District (again, making sure that you keep a date stamped copy for yourself). Your chapter or representative may ask you to fill out a different Notice of Participation form instead, in which case you should follow their instructions. Make sure that your Notice of Participation is received by the district within 5 days of the date the District Statement of Reduction in Force was sent.
<b>Time and Place of Hearing</b>	TBD	A trial type hearing will be held before an administrative law judge ("ALJ") over the district's proposed layoff list. Your CTA representative will tell you when and where the hearing will be.
<b>ALJ's Proposed Decision</b>	No Later than May 7th	The ALJ who presided over the trial must give their proposed decision to the governing board and employees by May 7th.
<b>Notice of Final Decision by Board</b>	No Later than May 15 <sup>th</sup>	The governing board has until May 15th to review the ALJ's proposed decision and issue its decision including its final layoff notices to employees. The final layoff notices can be served personally or by registered mail.
<b>Subsequent Court Review</b>		In rare instances, the governing board's decision can be challenged in court by way of a Petition for Writ of Administrative Mandate.