

Human Resources Certified RIF FAQ

These questions were developed based on e-mails and calls received in Human Resources. We will continue to add to them as we receive more questions.

QUESTION:	ANSWER:
1. What is a RIF?	A Reduction in Force (RIF) is a reduction in staff when the District projects that there will not be enough positions for current employees. This RIF may impact both certified and classified employees. This FAQ deals specifically with certified questions. More info will follow on classified employees within the next month.
2. How is the number of people affected by the RIF determined?	We review figures associated with declining enrollment and budget reductions to determine the number of positions that we have to cut.
3. When will affected employees be notified?	The Governing Board has scheduled a special meeting for April 7 to vote on the RIF for certified personnel. Certified personnel must be notified prior to April 15 if they cannot be guaranteed a position in the next fiscal year. Affected employees received preliminary notices on Friday, April 3, 2009. The official notice will be sent after the April 7 meeting.
4. Is seniority based on building seniority or district seniority?	The seniority date used for the certified RIF is the hire date in the bargaining unit.
5. If two teachers have the same seniority date, how do you choose who is least senior?	The last four digits of the social security number are used to determine seniority when two or more people have the same date. Lowest four digits has the highest seniority.
6. What are my recall rights?	By statute, certified employees affected by a RIF have recall rights for three years. As positions become vacant, we will begin the recall process by qualification and seniority. HR is committed to making sure that placements are as realistic as possible based on the needs of the school and the employee.
7. When do you expect the recall to begin?	As we receive better information on the budget and the staffing at each site, we will begin making decisions on the recall.
8. If I am called back and placed at a different school, but my old position becomes available before school starts,	HR will work with the schools and affected employees to try to facilitate that move. It may be doable before school starts. After school starts, we want to minimize the impact on students, so we might not be able to complete the transfer at that time.

<p>can I transfer back to my old school?</p>	
<p>9. While I am waiting to be called back, can I have other employment?</p>	<p>Sure. Keep in mind that if you sign a contract with another school district and we recall you, you must carefully consider your commitment to the other school district before you decide to return.</p>
<p>10. When arranging for call backs will the district consider the grade level we were assigned to previously? Being K-8 certified could I be assigned to a middle school?</p>	<p>You will have the opportunity to provide us with feedback on your preferences, including grade level and /or subject area. We will do our best to match you up with the right position.</p>
<p>11. If I get called back and am offered a job and don't accept it do I go back to the bottom of the DIT list or the list of all RIFed teachers?</p>	<p>We will work with you to try to find a position you can accept. However, we might have to draw the line after looking at different options. If you decline a position after we have told you that it is our final offer, you will no longer have recall rights.</p>
<p>12. If the state budget isn't as bad as we thought could we stay at the sites we are at or is it inevitable that we will be mixed up all over the district?</p>	<p>We are going to work hard to get you back to the site where you are currently working.</p>
<p>13. Once called back to certain positions can principals move teachers around to different grade levels at their discretion?</p>	<p>Principals have right of assignment, however, they need to work with all teachers so that people are prepared.</p>
<p>14. A TEA official was telling me that I can choose to not accept a position that is too far away in location without jeopardizing my place on the DIT list. Can you explain this to me? Is location considered at all during this process? Our district is SO big.</p>	<p>We do consider location and will try to find the best fit, however if you decline a position after we have told you that it is our final offer, you will be considered resigned and no longer have rights to recall.</p>
<p>15. If an employee is RIF'd and then is brought back, will their personal and sick leave be reinstated?</p>	<p>Yes, if they didn't receive a payout according to the employee's agreement.</p>
<p>16. If I am recalled, will I be a first year teacher, or will I keep my seniority?</p>	<p>Seniority will be reinstated, as well as placement on the salary schedule.</p>
<p>17. What happens to personal and sick</p>	<p>Your balances will be restored upon your return. If you are not</p>

<p>leave? I read in the consensus that sick leave can be restored upon returning. What happens if you don't return? Does the personal automatically roll over into sick leave when you don't use it?</p>	<p>recalled (unlikely) or you resign, the balance is not paid out. Unused personal leave rolls into sick leave on July 1 every year.</p>
<p>18. The consensus says the district will pay medical benefits until August 31? Is that 2009?</p>	<p>Please refer to Benefits Certified RIF FAQs at http://www.tusd.k12.az.us/contents/employment/benefits.html for more information.</p>
<p>19. Are you able to tell MBUs their "place" on the seniority list? Our office manager has been great about telling us our hire date and where we all fall based on our school site, but it is hard to tell where we all fall in the district's list. For example, of the 560 teachers who will receive notice what % are 1st year, 2nd year, 3rd year. I realize this may not be public info.</p>	<p>We will have a link to the list posted after the Board meets April 7.</p>
<p>20. I have a Masters in library science and have been a librarian for 14 years. Currently, many Librarians were Teachers before becoming Librarians. Am I only on the list as a district employee or within the program? How does consensus deal with this?</p>	<p>Seniority factors in an employees time in the unit (Consensus). So it is possible that someone who was a Teacher for 15 years and a Librarian for 2 years will have more seniority.</p>
<p>21. What happens if a RIF Teacher, Librarian or Counselor isn't qualified to teach in any openings?</p>	<p>HR recommends that all RIFed employees attempt to become highly qualified in as many areas as possible.</p>
<p>22. Can I still work for summer school?</p>	<p>Yes.</p>
<p>23. I was scheduled to attend training this summer. Will I still be able to attend that training?</p>	<p>It depends. Check with your Principal or the Department that is conducting the training.</p>
<p>24. I am on year-round pay. Will I continue to receive my checks through the summer, or will I be paid in a lump sum?</p>	<p>According to Payroll, you will be paid in a lump sum on the 6/5/09 paycheck. If you wish to change your withholdings, please do so on-line at employee self service before 5/22. If you are going to submit a W-4 to change your withholding, you have to submit it to Payroll before 5/12.</p>
<p>25. Who can I call in HR that can answer</p>	<p>Using the first initial of your last name, you can call your</p>

my questions?

assigned HR Rep as listed below.

CERTIFIED RIF CONTACT PERSON

	HR Representative	Number
A-B	Sara Gamez	225-6037
C-D	Mona McLoy	225-6107
E-G	Luis Flores	225-6015
H-K	Les Lauen	225-6016
L-Me	Dolores Fuentes	225-6018
Mi-P	Sonia Arzola-Pantoja	225-6050
Q-SI	Jennifer Silvas	225-6148
Sm-V	Yolanda Riviera	225-6168
W-Z	Beth Torre	225-6039