



March 8, 2011

**SUBJECT: IMPORTANT INSTRUCTIONS FOR PROBATIONARY MEMBERS SERVED WITH RIF (LAYOFF) NOTICES**

Dear Colleagues,

As you go through this difficult time of dealing with the ramifications of receiving a layoff notice from the District, we want you to know that we are working on organizing against these harmful cuts while at the same time preparing for the procedural steps necessary to fight any notices that were sent outside of legal boundaries.

Article 19 of the Collective Negotiations Contract between the San Diego Education Association and the San Diego Unified School District covers the rights of probationary certificated employees in the event of layoffs. In this packet we will provide necessary information for you to challenge your layoff notification if the District did not follow the pertinent rules that govern certificated probationary employee RIFs.

**Class Action Grievance**

During the week of March 21-25 (dates listed below), we will hold informational meetings that all noticed certificated staff will be invited to. At this meeting we will discuss the general rights that our certificated members have, and probationary members will be acquainted with their Article 19 rights. After these meetings, affected probationary members who believe their contractual rights were violated will have the opportunity to set up a one-on-one meeting with an SDEA staff member. Not every noticed probationary member will have a contract violation. There is no need to set up a one on one meeting for *every* noticed probationary member. Your attendance at an informational meeting is crucial to help you determine whether or not your rights have been violated.

Once we have compiled all of the grievances, we will initiate a class action grievance that will capture all of the cases of the individuals whose rights are violated.

**RIF Data Form (Ivory color document) and other Additional Documents**

Please fill out the RIF Data Form that is included in this packet. Also make sure to gather together your employment contract, credentials and other relevant employment information so that SDEA staff can determine whether or not your rights have been violated.

**Union Meeting**

In order to provide you with further information about the layoff process, your rights and the next steps, please make sure to come to one of the following union meetings:

Monday, March 21, 2011 at 4:30 p.m.

Wednesday, March 23, 2011 at 3:00 p.m.

Thursday, March 24, 2011 at 5:30 p.m.

Friday, March 25, 2011 at 4:30 p.m.

All of the above meetings will be held at the SDEA Office located at 10393 San Diego Mission Road, Suite 100, San Diego, CA 92108. Please RSVP your attendance via email with a subject line of “Layoff Informational Meeting Reservation” to [mpurvis@sdea.net](mailto:mpurvis@sdea.net).

—Bill Freeman, SDEA President