**Budget Resolution and Reduction in Force Planning**

**2020-2021 Fiscal Year**

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| **Responsible** | **Item** | **Start** | **End** |
|  | **Immediate** |  |  |
| Human Resources | Update Seniority Lists |  |  |
|  | Review Timelines and Planning with Cabinet |  |  |
|  | Vacancy Report |  |  |
|  | **MAY 2020** |  |  |
| Human Resources | Unions – review bumping and layoff processes: ACE, CSEA, POA, Teamsters, Conf, FA  Associations – review notice of non-renewal and layoff processes: AMA, Confidential   * Calendar review, process and steps, Exit protocols, Bumping response time, Identify liaisons for Informal Notice meetings with affected EEs, Reassignment rights, Recruitment process, timelines, Reclassification deadlines, Seniority List sign off. * Seniority List Update | May 14, 2020 | Jun 15, 2020 |
| HR/Bus Services/ Campuses | Vacancy list and Budgeted Positions: Review with Campus/CS | May 14, 2020 | May 30, 2020 |
| Business Services | Establish projected target for planning purposes |  | May 30, 2020 |
| Campuses/CS | Planning and Shared Governance   * Initiate discussions and brainstorming ASAP. * Review options, ideas, analysis, consolidation, program review, reorgs, etc. | May 11, 2020 | ongoing |
| Chancellor | Meetings:   * Senior Staff * Consultation Task Force (CTF)   + Review and input: e.g., District v. Campus planning processes   + Key group for set of recommendations   + Senates and union leaders, and customary District senior administrators   + APM and campus committees/councils may provide constituency input. * Chancellor’s Office Hour   + Communicate extraordinary urgency of this timeline – All EEs   + Communicate extraordinary changes that may be required – All EEs | May 27, 2020 | May 26, 2020  May 27, 2020  Ongoing |
|  | **JUNE 2020** |  |  |
| Business Services/ Human Resources | Board Meeting – Closed Session   * Negotiations   All Administrators/Supervisor Meeting   * Timeline and Steps, Planning Projections, Procedures * Q and A   Board Meeting – Closed Session   * Negotiations |  | Jun 2, 2020  Jun 5, 2020  Jun 8, 2020 |
| Campuses/CS | Planning and Shared governance   * Review options, ideas, analysis, consolidation, program review, reorgs, etc. |  | Ongoing |
| Chancellor | Meetings:   * Chancellor’s Office Hour |  | Ongoing |
|  | **JULY 2020** |  |  |
| Campuses/CS | Planning Cont’d |  | Ongoing |
| Human Resources/Business Services | Board of Trustees – Closed Session   * Negotiations |  | Jul 13, 2020 |
| Chancellor | Meetings:   * Senior Staff * Consultation Task Force (CTF) * Chancellor’s Office Hour |  | Jul 14, 2020  Jul 15, 2020  Ongoing |
|  | **AUGUST 2020** |  |  |
| Campuses/CS | Planning Cont’d |  | Ongoing |
| Human Resources/Business Services | Board of Trustees – Closed Session   * Negotiations |  | Aug 3, 2020 |
| Business Services | Review August Revise – State Budget  Adjust FHDA Budget projections |  | Aug 15, 2020  Aug 18, 2020 |
| Chancellor | Chancellor’s Cabinet: Review Adjusted Budget Projections  Meetings:   * Senior Staff * Consultation Task Force (CTF) * Chancellor’s Office Hour |  | Aug 18, 2020  Aug 25, 2020  Aug 27, 2020  Aug 26, 2020  Ongoing |
|  | **SEPTEMBER 2020** |  |  |
| Campuses/CS | Planning Cont’d |  | Ongoing |
| Human Resources/Business Services | Board of Trustees – Closed Session   * Negotiations |  | Sep 14, 2020 |
|  | **OCTOBER 2020** |  |  |
| Campus/CS | Conclude and finalize recommendations for reductions | Oct 1, 2020 | Oct 25, 2020 |
| Human Resources/Business Services | Board of Trustees – Closed Session   * Negotiations |  | Oct 5, 2020 |
| Human Resources | Finalize Seniority Lists  Finalize Elimination Forms/Spreadsheet, Seniority and Bumping provisions, Contract provisions - all employee units |  | Oct 30, 2020 |
| Chancellor | Meetings:   * Senior Staff * Consultation Task Force (CTF) |  | Oct 6, 2020  Oct 10, 2020 |
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|  | **NOVEMBER 2020** |  |  |
| Campus/CS  Human Resources  Chancellor Cabinet | **Reduction Plan/Cut List – V.1**   * **Campus/CS Submission** * HR bumping analysis * Cabinet review |  | **Nov 1, 2020**  Nov 12, 2020  Nov 13, 2020 |
| Campus/CS | Reorganization changes due date   * Concurrent with Cut List * *Any/All subsequent changes must be submitted to Cabinet for review and approval.* |  | Nov 1, 2020 |
| Human Resources/Business Services | Board of Trustees – Closed Session   * Negotiations |  | Nov 2, 2020 |
| Chancellor Cabinet  Human Resources  Chancellor Cabinet | Reduction Plan/Cut List – V.2   * Cabinet Adjustments Discussion and Edits * HR bumping analysis * Cabinet review and Final Edits |  | Nov 20, 2020  Dec 1, 2020  Dec 1, 2020 |
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|  | **DECEMBER 2020** |  |  |
| Campus/CS | Final Reduction Plan/Cut List to Chancellor’s Cabinet   * Cabinet to Review |  | Dec 8, 2020 |
| Human Resources  Human Resources/ Chancellor Cabinet | Final Bumping Analysis  **Final Cut List and Effects/Bumping Report** | Dec 8, 2020 | Dec 11, 2020  **Dec 15, 2020** |
| Human Resources/Business Services | Board of Trustees – Closed Session   * Negotiations * Discipline/Dismissal/Release |  | Dec 14, 2020 |
| Campus/CS | Final Authorization to Eliminate Forms Due | Dec 1, 2020 | Dec 16, 2020 |
| Human Resources | Final Review of all Authorization Forms |  | Dec 17, 2020 |
|  | **JANUARY 2021** |  |  |
| Human Resources | Board of Trustees Meeting – Closed Session   * Discipline/Dismissal/Release – Proposed Reductions |  | Jan 11, 2021 |
|  | Admin/Supv Training   * Conducting Informal Notice meetings * Establishing a supportive environment; dealing with grief |  | Jan 8, 2021 |
| Campus/CS w  Human Resources | **Informal Notice to Classified, Faculty, and Admin** | **Jan 11, 2021** | **Jan 31, 2021** |
| Human Resources | Formal Notice to FA – potentially affected faculty positions |  | Jan 30, 2021 |
|  | **FEBRUARY 2021** |  |  |
| Human Resources | Board of Trustees Meeting   * Closed Session   + Discipline/Dismissal/Release |  | Feb 1, 2021 |
| Human Resources | Workshops and Support   * Job hunting, Resume writing, Interviewing skills, EAP, CalSTRS/CalPERS – Retirement options and planning, Benefits after separation, Resources – job fairs, job sites, webpages, etc. | Feb 1, 2021 | Mar 15, 2021 |
|  | FSA Report/Updates   * Final adjustments to bumping, other options | Feb 15, 2021 | Feb 17, 2021 |
|  | Board Action Item Documents Due   * + Non-Renewal Administrators   + Non-Renewal Faculty   + Classified Position Elimination and Notice of Layoff |  | Feb 23, 2021 |
|  | Update Layoff Options Notice (Template)  Update Layoff/Bumping Options Notice  Initiate Layoff Options Review |  | Feb 28, 2021 |
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|  | **MARCH 2021** |  |  |
| Human Resources | Board of Trustees Meeting   * Closed Session   + Discipline/Dismissal/Release * Open Session   + Board Action – Notice of Non-Renewal Administrators   + Board Action – Notice of Non-Renewal Faculty   + Board Action – Classified Position Elimination and Notice of Layoff to Affected Employees * **Mail/Distribute Notice of Non-Renewal/Release** |  | Mar 1 or 8, 2021  **March 15, 2021** |
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|  | **APRIL 2021** |  |  |
| Human Resources | Formal Classified Layoff Notice to Unions  Formal Classified Layoff Notice to Employees |  | Apr 12, 2021  Apr 26 2021 |
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|  | **MAY 2021** |  |  |
| Human Resources | Finalize Exit Protocol Adjustments   * Finalize process for meetings with EEs at each location * Keys, PCs, paperwork, etc. Email, MyPortal status. Educational or other assistance beyond layoff effective date | May 1, 2021 | May 28, 2021 |
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|  | **JUNE 2021** |  |  |
|  | Board Closed Session   * Discipline/Dismissal/Release * Negotiations |  | Jun 7, 2021 |
|  | Exit Meetings with Employees  Transition Team Meetings with transitioning employees | Jun 1, 2021 | Jun 21, 2021 |
|  | **Layoff or Nonrenewal/End of Contract** |  | **Jun 25, 2021**  **Jun 30, 2021** |
|  | 39 Month Reemployment List Update |  | Jun 30, 2021 |
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