**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, FAAssociations – 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, 2020May 27, 2020Ongoing |
|  | **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, 2020Jun 5, 2020Jun 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, 2020Jul 15, 2020Ongoing  |
|  | **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 BudgetAdjust FHDA Budget projections |  | Aug 15, 2020Aug 18, 2020 |
| Chancellor | Chancellor’s Cabinet: Review Adjusted Budget ProjectionsMeetings:* Senior Staff
* Consultation Task Force (CTF)
* Chancellor’s Office Hour
 |  | Aug 18, 2020Aug 25, 2020Aug 27, 2020Aug 26, 2020Ongoing |
|  | **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, 2020Oct 10, 2020 |
|  |  |  |  |
|  | **NOVEMBER 2020** |  |  |
| Campus/CSHuman ResourcesChancellor Cabinet | **Reduction Plan/Cut List – V.1*** **Campus/CS Submission**
* HR bumping analysis
* Cabinet review
 |  | **Nov 1, 2020**Nov 12, 2020Nov 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 ResourcesChancellor Cabinet | Reduction Plan/Cut List – V.2* Cabinet Adjustments Discussion and Edits
* HR bumping analysis
* Cabinet review and Final Edits
 |  | Nov 20, 2020Dec 1, 2020Dec 1, 2020 |
|  |  |  |  |
|  | **DECEMBER 2020** |  |  |
| Campus/CS | Final Reduction Plan/Cut List to Chancellor’s Cabinet * Cabinet to Review
 |  | Dec 8, 2020 |
| Human ResourcesHuman 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 wHuman 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 |
|  |  |  |  |
|  | **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** |
|  |  |  |  |
|  | **APRIL 2021** |  |  |
| Human Resources | Formal Classified Layoff Notice to UnionsFormal Classified Layoff Notice to Employees |  | Apr 12, 2021Apr 26 2021 |
|  |  |  |  |
|  | **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 |
|  |  |  |  |
|  | **JUNE 2021** |  |  |
|  | Board Closed Session* Discipline/Dismissal/Release
* Negotiations
 |  | Jun 7, 2021 |
|  | Exit Meetings with EmployeesTransition 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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