

PERSONNEL – Series 4000

4400 The Merit System

4450 Employment Lists

4451 Eligibility Lists

4451.1 Establishment and Life of Re-employment Lists

- A. There shall be established for each class, as necessary, a re-employment list which shall take precedence over all other lists in appointment. This list shall contain the names of all permanent classified employees who have been laid off, suffered a reduction in hours, or were demoted in lieu of layoff because of lack of work or lack of funds; employees who are on leave of absence for military service; employees who have been absent because of illness or injury and who have exhausted all paid and/or unpaid leaves of absence and are still unable to assume the duties of their positions.
- B. Eligibility for re-employment shall be for the following periods:
1. Employees who have been laid off because of lack of work or lack of funds, thirty-nine (39) months;
 2. Employees who have experienced a reduction in hours because of lack of work or lack of funds, sixty-three (63) months;
 3. Employees who have accepted a demotion in lieu of layoff because of lack of work or lack of funds, sixty-three (63) months;
 4. Employees that have been absent because of illness or injury and have exhausted all paid leaves, thirty-nine (39) months; and
 5. An employee who requires a leave of absence for military duty and those who are ordered, pursuant to the laws of the United States, to serve in any civilian war effort or war industry, shall have their names placed on the re-employment list in the class which they leave.

Reference:

Education Code Sections 45192 Resignation and Leaves of Absence, 45195, 45198, 45298; Military and Veterans Code 395.1 and 395.3

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