

June 23, 2004

Memorandum of Understanding regarding the implementation of Article 19.1, 2003-2004 Layoff of Probationary Unit Members.

In accordance with contract Article 19.1, Layoff of Probationary Unit Members, section 19.1.3.4 states that, "Ties in seniority shall be broken by lot. Unit members with the same initial date of service shall have their seniority number determined by lot. The lottery shall be conducted in the presence of at least two (2) association representatives. Once the lottery is used to determine a unit member's seniority, that seniority number shall remain in effect for the unit member so long as this member remains employed by the District."

The mutually agreed upon procedure for 2003-2004 reductions in force is:

- 1) A meeting will be held to establish seniority for the employees who have the same hire date.
- 2) All probationary unit members who received a District notification of reduction in services in 2003-2004 shall be notified of the meeting date, time and place. The notification letter mailed to the employees home via US Mail, shall be postmarked no less than fifteen (15) calendar days before the meeting date.
- 3) The meeting will be held at a mutually agreed upon location.
- 4) All affected unit member names shall be placed in a container.
- 5) Names will be drawn alternately by SDEA and District appointed officials.

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- 6) The first name drawn shall have the greatest seniority and each name thereafter shall have seniority in descending order. Example: First drawn name receives 2000A, second drawn name 2000B, third drawn name 2000C and so on. Names will be drawn until all names have been drawn.
- 7) An official recorder shall codify the lottery drawing results. Example: On a chart all names are written in alphabetical order. As each name is drawn, the seniority order is recorded for all to see.
- 8) The seniority order established in the lottery drawing, "...will remain in effect for the unit member so long as this member so long as this member remains employed by the District."(19.1.3.4)

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