



School District No.59 (Peace River South)

Re: Information regarding layoff notifications and bumping process - BCGEU

Please be advised that staffing levels for support staff are reviewed and finalized during the spring of each calendar year. It is important for all BCGEU staff to understand the process and time frames involved.

Notifications (via your School District email account) regarding layoff or decrease of hours will be sent to those affected in early May, as per Article 12.1. If you receive notification, the following are items you need to consider:

- 1) You have seven (7) calendar days from the date of the notification (sent to you early May) to respond back in writing or by email, to Brittany Faulkner at brittany_faulkner@sd59.bc.ca with a copy to Kathy Fossum at kathy_fossum@sd59.bc.ca if you are exercising your right to bump (Article 12.2(b) and Article 12.6 - Advance Notice of Layoff). **You must send a letter or email to Brittany Faulkner, with a copy to Kathy Fossum, stating your intention to bump. If you are not going to be at your worksite on the date(s) the bumping process is to take place, please send your contact information. The committee must be aware of where to contact you on the bumping date(s).**
- 2) Article 12.8 Severance Pay. If this is the option you choose, it must be in writing and received within the time frame noted in Article 12.8.
- 3) You can accept your layoff or reduction in hours. If we haven't received your intention to bump, we assume you are accepting the position as offered.
- 4) You can accept the layoff (usually this is a total elimination of the position) and remain on the recall list for sixteen (16) months (Article 10.4.e). Please note, once on layoff, your seniority is active even if you do not choose to bump. You can apply for positions at any time and your seniority will be active. Please keep yourself advised of upcoming positions by watching the School District Web page.

Bumping dates will be early June (employees will receive notification of specific dates via their School District email account). Since we have no idea who will bump, I would urge all of you to consider the above four points so when you are phoned by your Union Rep. and a Management Rep. you will have considered the above options and have some idea what course of action you will pursue. There is a very short time frame for you to make your decision (estimated 10 - 15 minutes). This is a very difficult process and hopefully will be completed prior to June 30 so everyone has an idea of their position(s) for September.

Please note that you must bump into positions in your current classification first. If there are no positions in your current classification we then look at classifications you are qualified for, meaning positions you have been appointed to in the past and not positions you have subbed in. **All temporary appointments terminate the date specified on the appointment letter or the last day of classes of the school year they are appointed in.** Please remember when you bump into positions, you are oriented to the position and not trained for the position. You must have the prerequisite training already.

If you have any questions regarding the process used, I urge you to contact Kathy Fossum, BCGEU Bargaining Chair, at one of the following numbers: 250-786-5146 (home) or 250-784-7984 (cell). You can leave a message for Kathy and she will return your call.

If your appointment is not changing, you will not receive notification. We will run seniority lists closer to the time and have them available in each school office.

Yours truly,

Brittany Faulkner
Director of Human Resources

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