

LAYOFF FAQs: Classified Service

As of 7.30.20

Layoff

1. Q. What is the effective date of the layoff? What date can I count on being paid through?

A. The effective date of the layoff is July 31, 2020. You will be paid for any work performed up through that date, including work performed during the Extended School Year (ESY).

2. Q. My work calendar says I only work until mid-June. Why is my layoff date July 31st?

A. The effective date of layoff for those classified positions identified in Board Resolution 979 was determined by Education Code 45117 to be “not less than 60 days prior to the effective date of the layoff”. The timing provides laid off employees the opportunity to work during the extended school year (summer school) and receive sick leave and vacation accruals for work performed through July 31.

3. Q. How will I find out if I have been laid off?

A. Prior to receiving a certified letter mailed to your current address on file with MCOE, you would be contacted personally by your Supervisor telling you of your layoff. You would also receive an email with the specific information being provided to you as an attachment, so that there is no delay in your receipt of this information. Notices for positions identified in Board Resolution 979 were issued as of May 18, 2020 and emailed by May 19, 2020.

Benefits

4. Q. If I am laid off and separated from employment, when does coverage for my medical, dental, vision and other benefits stop?

A. MCOE and CSEA completed negotiations and have a tentative agreement to extend benefits for employees laid off effective July 31, 2020 through September 30, 2020. Probationary status does not impact this date.

5. Q. Can I continue my health benefit coverage after I am laid off?

A. You will receive a notice of your right to continue coverage through the Consolidated Omnibus Budget Reconciliation Act (COBRA) by early September. COBRA allows you to continue with your medical, dental and vision coverage at your cost. See COBRA Benefits Matrix on Page 7. You may continue the same coverage you had while employed or change your health plan at the time you enroll in COBRA coverage. Alternatively, California residents have access to California’s Healthcare Exchange through [Covered California](#)¹.

6. Q. Does the health insurance coverage through September 30, 2020 include family members or just employees?

A: Health insurance includes coverage for all eligible family members under the plan up to the monthly cap of \$1,105. Anything above the monthly cap continues to be the employee’s share of cost. (i.e. the layoff does not impact the cap in any way).

7. Q. If I have a share of cost for dependents covered on my benefits, what will happen after September 30, 2020 for my share of cost if I do not have a paycheck for the cost to be deducted from?

A. You will be responsible for covering your out-of-pocket cost. You will be billed for the total out-of-pocket cost at the beginning of each month. For twelve (12) month employees, the out-of-pocket

¹ Covered California website: <https://www.coveredca.com/>

costs for August coverage will be taken from the July payroll. For eleven (11) month employees, the out-of-pocket costs for July coverage will be taken from the June payroll, so you would only be billed for the *August and September* out-of-pocket costs.

- 8. Q. *I participate in a 125 Plan. Can I use these funds to pay for out-of-pocket health care premiums?***

A. No. You cannot use these funds to pay for premiums, but you can use them to pay for out-of-pocket medical expenses.
- 9. Q. *If I am laid off effective July 31, can I stop my deductions before then? If yes, how do I do that?***

A. Yes. You can stop, reduce, or increase contributions to Healthcare Flexible Spending Arrangements (Healthcare FSAs) and Dependent Care Flexible Spending Arrangements (DCA) accounts by contacting our American Fidelity account manager, Kathy Nyman- Kathy.Nyman@americanfidelity.com or 405-212-2679.
- 10. Q. *If I am no longer contributing to my Section 125, what happens to my contributions already made?***

A. You will be able to claim the total amount deducted from your pay up to the time you stop deductions through the standard American Fidelity process. If you have any questions, please contact our American Fidelity account manager, Kathy Nyman- Kathy.Nyman@americanfidelity.com or 405-212-2679.
- 11. Q. *I have my spouse and kids on my insurance. Now that I am laid off, will my spouse and children still be covered? Is the whole family covered for everything that I had signed up for before?***

A. Your dependent coverage will not change because of the layoff unless you elect to make a change.
- 12. Q. *Am I able to change my benefit plan during this time?***

A. Yes, a layoff and loss of benefits are both considered qualifying events. If you want to change your coverage plan, you can do so by submitting a benefit enrollment change form to Personnel.
- 13. *Can I drop one type of coverage (e.g. medical) and keep other coverages (e.g. dental and vision)?***

A. Yes- you can drop any or all types of coverage and enroll in any combination of the COBRA coverage options (medical, dental, or vision) that are right for you.
- 14. Q. *What health care options are available outside of the group plan?***

A. Employees are able to explore alternative plans available on the state health insurance marketplace, Covered California. More information is available at <https://www.coveredca.com/>.
- 15. Q. *If I want to talk to a counselor or psychologist, how can I access them?***

A. Kaiser members can self-refer (i.e. you do not need a referral from your primary care physician). Locations and phone numbers are available at www.kp.org/facilities.
- 16. Q. *If I drop insurance coverage for medical, dental, and vision and then later am reemployed in my regular position (i.e. the layoff is rescinded), will I be able to come back on to insurance coverage?***

A. Yes, reemployment in your regular position is a qualifying event to sign up for insurance coverage with any or all insurances for you and your dependents. If reemployed at 30 hours or less, the cost of benefits is prorated.
- 17. Q. *If someone drops a dependent from dental coverage and then reinstates them upon return to original position, will the dependent be covered at the same percentage at which they were when they were dropped or do they start at the beginning again (70% coverage)?***

A. For dental coverage only, if someone drops coverage, then they would start over at 70% coverage of costs with Delta Dental after 30 days of separation.
- 18. Q. *Can I cancel my medical insurance for my dependent(s) in August so that I can avoid paying my portion of the premiums?***

A. Yes, you can cancel coverage or remove dependents at any time. Because laid off employees are covered through September 30, 2020, you may not want to drop coverage for yourself before that time. Once you drop, you would not be eligible to add coverage back on unless your layoff is rescinded, and you are reemployed in your classification.
- 19. Q. *Can I drop coverage for my family at a different time than I drop coverage for me?***

A. Yes, you can cancel coverage for your family and then later drop coverage for yourself. Once you drop coverage however, you will not be able to add coverage back on unless you are reinstated/the layoff is rescinded.

20. Q. *What is the deadline to submit cancelations of benefits coverage?*

A. If you want to remove coverage for dependents, you can request the form from Personnel. For example, to drop coverage and not have the share of cost deducted from your monthly pay, we would need to receive the drop form by the 20th of each month, by 8am. Any drop forms received after that would be processed and any share of costs would be reimbursed the following month. If possible, please email your form to Erin Feely (efeely@marinschools.org) and Tracee Edmunds (tedmunds@marinschools.org), and cc Andy Gramajo (agramajo@marinschools.org). Alternately, you can mail the form to PO Box 4925, San Rafael, CA 94913-4925.

Payroll

21. Q. *When can I expect my last paycheck?*

A. Eleven (11) month employees [i.e. calendared through mid-June, don't receive a paycheck in July unless working Extended School Year (ESY)] will receive your last paycheck in the end of June. Twelve (12) month employees will receive your last paycheck in the end of July based on scheduled days in the month of July.

22. Q. *If I was scheduled to receive a step or longevity payment after I was laid off (e.g. August), when the layoff is rescinded and I am reinstated, will the new step or longevity amount be in place?*

A. Upon layoff, the clock counting time until the next move for step or longevity will be paused and will be restarted once the layoff is rescinded and you are reinstated. If you had 1 month before the next step/ longevity amount at the time of layoff, you would receive the step/longevity increase one (1) month after reinstatement and that will be your new anniversary date upon which future step or longevity advancements would be based.

23. Q. *Once the layoff is rescinded and I am reinstated, will I have to wait a month before getting paid?*

A. If reinstated before the 20th of the month, first pay will be on the EOM. If reinstated after the 20th, we will pay any days worked in the first month of reinstatement on the 10th of the subsequent month.

Leaves (Sick Leave, Personal Necessity, Vacation)

24. Q. *Do we have to use sick and vacation hours before July 31? What happens to the hours if we can't use them before July 31?*

A. For twelve (12) month employees, any unused vacation as of July 31 will be paid out as part of your final pay. For eleven (11) month employees, you will continue to receive vacation paid through your monthly payroll and it will be included in your final check. You do not need to use your sick leave. You can save the sick leave for use later if you are reinstated or you can transfer the leave to another public-school employer.

25. Q. *Can I request to have sick leave paid out after July 31st?*

A. Sick Leave is not eligible to be paid out. You do however have three options:

1. You can leave your sick leave on file with MCOE. If you are reinstated (your layoff is rescinded), the sick leave will be available to you to use.
2. If you accept employment with another public school employer, Education Code 45202 allows you to transfer your sick leave within 1 year. Ask your new employer for their sick leave transfer form and send it to MCOE Personnel.
3. You may leave it on file even if you don't return to MCOE. If eligible, and when you retire, you can have the sick leave balance converted into service credit with CalPERS or CalSTRS as part of the retirement application process.

26. *If I don't find a new job right away, will the sick days be on "hold" for me if I return to MCOE?*

A. Yes, the sick leave hours will remain on file with MCOE until you are reinstated.

27. *Q. How will vacation be paid out for instructional staff who receive it as part of the monthly paycheck?*

A. For part-time employees, your monthly pay includes paid vacation hours. Your final pay on July 31st (or June 30th, if you do not work in July) will include any final vacation owed to you.

28. *Q. What happens with Personal Necessity leave that I have remaining?*

A. Personal Necessity is a sub-set of your sick leave bank that resets to seven (7) days every July. If you are reinstated, your personal necessity and sick leave balances will be reinstated as well and will reflect a new 7-day balance.

29. *Q. Can we use our sick days for more than three (3) days without a doctor's note to use up our time before July 31?*

A. Due to this unique circumstance, management will be allowing employees who are laid off effective July 31 to use three (3) or more sick days without a doctor's note.

30. *Q. If my children are out of school and I am needed to care for my children at home, will I be able to use my sick leave in a lump sum without a doctor's note to care for my children?*

A. Yes- due to this unique circumstance, management will be allowing employees who are laid off effective July 31 to use sick leave without a doctor's note.

31. *Q. What if I or a member of my family test positive for COVID-19 ("Coronavirus") before July 31?*

A. If you or a member of your family are sick, MCOE supports you in using available leave to remain home prior to July 31. You are encouraged to connect with Personnel to determine if any additional paid leaves that are part of the Families First Coronavirus Response Act apply to you. You may also apply for State Disability Insurance (SDI) if you are sick or Paid Family Leave (PFL) if you are the caregiver for a family member. More information is available at:

https://edd.ca.gov/about_edd/coronavirus-2019.htm.

Probationary status

32. *Q. If I was recently hired and still in probationary status as of July 31, if I am hired back would my probationary status continue?*

A. Yes. At the time that you are laid off, the six (6) month "clock" will pause and restart where it left off if or when you are reinstated.

33. *If I am a probationary employee as of July 31, will I be paid out my accrued vacation?*

A. No. Vacation is not vested for probationary employees per Education Code 45197(e) and is not eligible to be paid out for any employee who separates within six months of the date of hire.

Restoration/Reinstatement

34. *Q. What is the process for being re-hired?*

A. Laid off employees will be placed on a 39-month re-employment list starting August 1, 2020. During this period, employees will receive notice of the layoff being fully or partially rescinded in order of seniority. Notice would come through a formal letter to you and a call from Personnel.

35. *Q. Will I be asked to reduce my hours?*

A. Staff will not be asked to reduce hours. It is possible, during the process of reinstatement, that all the hours you have previously worked may not be immediately available for restoration/reinstatement, and you may initially be offered a position of fewer hours. Acceptance of a position of fewer hours does not remove your 39-month re-employment rights, and you will continue to be offered positions up to your total pre-layoff hours for 39 months, or until you decline such an offer.

36. *Q. If I am part time, will I be offered more hours than I am owed?*

A. No. We will offer hours to make an employee whole first.

37. Q. *If I am reinstated, does my pay revert to that of a new employee or do I keep my steps in pay that I have reached?*

A. You will be paid at the same rate that you were paid at the time of layoff. The “clock” tracking advancement for step and longevity is paused at the time of layoff and restarted upon reinstatement.

38. Q. *When will we hear about restorations/reinstatements?*

A. If there are any changes in 2020-2021 operations and resources that will result in a laid-off position being reinstated, we will notify laid-off employee(s) with an offer to rescind the layoff. REMINDER to make sure that your contact information is updated before July 31, 2020 and any time after July 31 that it changes. You can update your records using the Employee Self Service (ESS) system prior to leaving employment.- [Log in here](#)². Information on how to access the ESS system is available on the [Employee Information/Resources Page](#)³.

39. Q. *If a re-hire agreement is offered, do laid off employees maintain seniority over new hires?*

A. Yes. In the case of layoffs, there would be no hired while someone is laid off. All Laid off employees retain their seniority and reemployment rights for 39 months.

40. *Will laid off employees be hired back before current employees are allowed to transfer?*

A. Yes. Laid off employees will be reinstated before a voluntary transfer window opens for current employees.

41. *If someone is offered a position with less hours and passes on the position, would the employee who takes the position move up on the seniority list?*

A. Relative seniority will remain the same if all people are reinstated within 39 months, even if a more senior employee accepts restoration/reinstatement after declining opportunities that were less than they were owed which were subsequently accepted by someone less senior. Relative seniority will not change within the 39 month employment window.

42. *Would I be assigned to the same position or age grouping when I am reinstated as I was prior to layoff?*

A. No. You are not guaranteed your previous position, nor are we able to place in specific age groupings or classrooms serving a specific disability. We will reinstate employees based on the first available position for the hours owed to them.

43. Q. *What happens if I do not accept within one week or decline an offer of restoration/reinstatement?*

A. Per the Personnel Commission Merit Rule section 6.700.4 (copied at the end of this document), if you do not accept an offer of full restoration/ reinstatement within one (1) week after the date of the offer, or should you decline to begin work within three (3) weeks after the date of the offer, you shall be declared unavailable and shall forfeit any right to restoration unless further offer of restoration is granted by the Personnel Commission. CSEA and MCOE negotiated to provide 10 business days for a laid off employee to consider and respond to an offer of restoration. A person who is unavailable for restoration may request in writing within two (2) weeks of being declared unavailable that they be considered for further offer of restoration and provide a full explanation of the reason they were unavailable.

44. Q. *If I am offered a restoration of my full job, but I do not like the assignment and do not accept it, will I remain on the 39 month reemployment list?*

A. No. If you decline an offer of restoration, you will forfeit any right to restoration.

² ESS Log in link: <https://ess.marinschooldistricts.org:29295/>

³ ESS Set up Instructions:

<https://www.marinschools.org/site/handlers/filedownload.ashx?moduleinstanceid=2993&dataid=19143&FileName=MC OE%20Employee%20Portal%20Login%20Information.pdf>

45. Q. *If another round of layoffs happen, would reinstatement happen by order of layoff or by order of seniority? For example, if someone who is of higher seniority than me is laid off after I am, would they have priority over me to be reinstated?*

A. Yes. Reinstatements would take place in order of seniority (most senior first), regardless of the effective date of layoff.

Retirement

46. Q. *Is MCOE offering an early retirement incentive?*

A. Employees are able to submit for retirement at a time that feels right for them. MCOE is hoping to re-employ laid-off employees and will not be offering any retirement incentives. That said, MCOE welcomes notice of an employee's decision to retire, as it may likely provide for reinstatement of a laid off individual in that classification.

Other Employment

47. Q. *What website address is the MCOE open job listings? Are there other county job listing websites available that can also work with our PERS retirement/sick days? If so, what web address is it?*

A. Jobs for all of our Marin public school districts appear on the Job Hotline: <https://www.marinschools.org/Page/4044> . Not all part-time jobs with public schools will qualify for participation in CalPERS- you should ask the Human Resources department for the potential employer if you have questions.

48. Q. *While I am waiting for reinstatement, can I be on the Paraeducator Substitute list?*

A. Absolutely. Please submit the Substitute Interest form (copy attached at the end of the FAQs) to Personnel to be added to the substitute list. Different from permanent positions, substituting provides greater flexibility in choosing which assignments you want to work and which days you are available.

49. Q. *I am just missing the cut off for becoming a permanent employee before the layoff effective date but if I get accepted in a different MCOE position that I applied to, would I start probation over?*

A. Yes. The probation period would start over with each new position.

CalPERS

50. Q. *What happens to my contributions to my CalPERS plan after I am laid off?*

A. Generally, you have one of the following two options:

1. Leave your contributions on deposit with CalPERS until which time you are eligible to retire and can draw a retirement pension, or, you are reinstated or employed in a CalPERS related position; or
2. Receive a lump sum distribution of your member contributions plus interest earned. Contact CalPERS at 1-888-CalPERS (225-7377) or go online at www.calpers.ca.gov for questions about distribution of your funds.

51. Q. *What happens if I am not vested in CalPERS?*

A. We recommend that you connect with CalPERS at 1-888-CalPERS (225-7377) or go online at www.calpers.ca.gov to review your options.

Additional Resources are available on the CalPERS website:

Leaving CalPERS Membership:

- <https://www.calpers.ca.gov/page/life-events/leaving-calpers-membership>

Refunds and Reciprocity:

- <https://www.calpers.ca.gov/page/active-members/retirement-benefits/refunds-reciprocity>

CSEA also has two CalPERS specialists who are available to CSEA members:

- Deb Jachens, email: djachens@csea.com, phone: 408-433-1309
- Beth Mattson, email: bmattson@csea.com, phone: 408-433-1346

52. Q. What if I am a member of CalSTRS? (NOTE: this is rare and you would have to be a CalSTRS member prior to employment in the classified service and have completed a Retirement System Election form)

A. Members of CalSTRS are recommended to review options by calling 1-800-228-5453 or going online at <https://www.calstrs.com/>.

Additional Resources are available on the CalSTRS website:

- [Refunds of Contributions⁴](#)

Unemployment

53. Q. When can I file for unemployment?

A. If you are a 12 month employee and laid off effective July 31, 2020, you are eligible to file for unemployment beginning August 1, 2020.

54. Q. If I am an instructional/ student-facing staff member (Business Education Liaison, Paraeducator, or LVN), if I don't work in July, can I file for unemployment at the end of my work calendar (i.e. in June)?

A. Yes. You are able to submit for unemployment following your last day on calendar with MCOE (i.e. if your last day on calendar is June 11, you are able to submit for unemployment effective June 12). If you are working during ESY or are calendared in July (Business Education Liaisons), then you are eligible to file for unemployment after the last day of your ESY work. You may be eligible to apply for unemployment for the day(s) between your last day of employment on the 2019-20 calendar and the first day of ESY (Paraeducator/LVN)/ July calendar (Business Education Liaisons).

55. Q. Would I be eligible for partial unemployment if I am offered worked that has reduced or limited hours?

A. Yes- you should be eligible for partial unemployment if you are restored to a position with reduced hours per the [EDD website on unemployment eligibility⁵](#).

General Questions

56. Q. I have been working from home for the past several months using necessary equipment from MCOE to complete my job functions. Since my position has been laid off and no one at MCOE will need to use this equipment, may I continue to use it until I am reinstated?

A. All property of MCOE must be returned to MCOE at the time of layoff.

57. Q. Will my internet access and email account through marinschools.org be cancelled? When will this occur?

A. Employee accounts will be accessible for two weeks following the layoff to allow staff to finalize timesheets and communicate on any work related items that may be needed.

58. Q. Who do I contact if I have further questions?

A. Tracee Edmunds- Personnel- submitting benefit changes, leaves, general questions:
tedmunds@marinschools.org

Andy Gramajo- Processing Benefits: agramajo@marinschools.org

⁴ CalSTRS Refund of Contributions website link: <https://www.calstrs.com/general-information/refund-contributions#:~:text=You'll%20no%20longer%20be,return%20to%20CalSTRS%2Dcovered%20employment.&text=You%20must%20receive%20the%20total,account%20as%20a%20termination%20benefit.>

⁵ EDD website on unemployment eligibility: <https://edd.ca.gov/Unemployment/Eligibility.htm>

Michele Waggoner- Payroll: mwaggoner@marinschools.org

Michael Ghebregziabher- Business: mghebregziabher@marinschools.org

59. Q. Are there other resources available to help laid off employees?

A. Current State and local food resources include:

California Food Stamps

CALFRESH: <https://www.getcalfresh.org/>

Marin County Food Banks/Pantries

Marin Community Resources: <https://www.marinhhs.org/resources/Food/Food-Pantries>

Sonoma County Food Banks/Pantries

<https://www.sonomacountygazette.com/sonoma-county-events/food-pantry-programs-in-sonoma-county>

60. Q. Since there are so many paraeducator positions cut, will some staff be transferred to different locations? If so, how does Administration decide who gets to stay at their current location? If staff does get moved to another location, does the employee have any say in what classroom gets offered to the displaced paraeducator?

A. At this time there is much unknown about the Special Day class groupings for the 2020-21 school year. Once known, this information will be the basis for determining what level of staffing is needed for each classroom. The Special Education administrators will work closely with Personnel to identify non-laid off staff needing reassignment using transfer provisions to guide their decision making. Laid off staff will be offered reinstatement in seniority order once positions are identified as vacant. This will happen with the retirement or resignation of a non-laid off paraeducator. The position offered the displaced paraeducator would generally be that specific vacant position.

61. Q. When will I find out who the Administrators who were laid off are?

A. The administrative staffing pattern is still being determined. Any changes to the Administrative structure would be publicly reported to the Board no later than July 14.

62. Q. At the May 12 County Board of Education meeting, there was mention of MCOE possibly receiving Federal grants. What are these grants? How much are they for? When would they be received?

A. We have been advised we will be eligible to receive ~\$120,000 in Federal CARES Act funding based upon our Title I formula allocation. The funds may be used for any purposes under the ESEA, the Individuals with Disabilities Education Act, the Adult Education and Family Literacy Act, Perkins Career and Technical Education, Title VII-B of the McKinney-Vento Homeless Education Act, and for other purposes related to response coordination, professional development, purchasing technology, buying sanitization supplies, and other activities. These funds are generated by the students we serve in alternative education programs and will therefore be budgeted for use by Marin's Community School and associated programs (Oracle, Phoenix Academy, Juvenile Hall).

Additional federal funding has been proposed for Learning Loss and Mitigation, however, we do not yet know if the County Office will be eligible for any of these funds.

Our SELPA may be eligible for additional federal funds for alternative dispute resolution activities.

These are rapidly changing times and new information is being made available daily.

63. Q. What does "lack of work" mean?

A. Lack of work means that the work that drives the FTE for that position no longer exists.

64. Q. Is the seniority list by hire date and not by hours worked?

A. Yes. Seniority is tracked by date of hire effective July 1, 2005 (CSEA Bargained Agreement Section 6.7).

65. Q. How do I update my contact information and access my paystubs and W2 after July 31?

A. Make sure that your contact information is updated before July 31, 2020 and any time after July 31 that it changes. You can update your records using the Employee Self Service (ESS) system prior to leaving employment- [Log in here](#)⁶. Information on how to access the ESS system is available on the [Employee Information/Resources Page](#)⁷.

66. Q. As a laid off employee, can I access to trainings after July 31?

A. Yes. MCOE and CSEA negotiated access for laid off employees for an online resume building resources through December 31, 2020 to focus on reflecting skills and experiences rather than a chronological history of employment.

67. Q. How do I access the resume building resources?

A. Resume building tools are available to you at:

- [Resume.com](#): Visit to build a professional resume at no cost.
- [Resumegenius.com](#): If you would like to utilize advanced resume building features including sample job description bullet points and access to a Certified Professional Resume Expert to review your resume for clarity, please contact Tracee Edmunds at tedmunds@marinschools.org to request access. This opportunity will be available until December 31, 2020.

Job search tools are available to you at:

- [MCOE Jobs Hotline](#): Reflects positions currently available in public schools within Marin County.
- [EDJOIN](#): Find additional exciting educational job opportunities outside of Marin County - like the [Fiscal Operations Coordinator](#).

⁶ ESS Log in: <https://ess.marinschooldistricts.org:29295/>

⁷ ESS Set up Instructions:

<https://www.marinschools.org/site/handlers/filedownload.ashx?moduleinstanceid=2993&dataid=19143&FileName=MC OE%20Employee%20Portal%20Login%20Information.pdf>

MARIN COUNTY OFFICE OF EDUCATION
 Mary Jane Burke, Superintendent
 1111 Las Gallinas Avenue San Rafael, California 94903

COBRA
 (Consolidated Omnibus Budget Reconciliation Act)

CLASSIFIED

Effective October 1, 2019

HEALTH INSURANCE

Plans	Monthly Rates
<u>KAISER HEALTH PLAN - TRADITIONAL</u>	
Employee only	\$ 757.50
Employee and 1 dependent	\$ 1,628.61
Employee and 2 or more dependents	\$ 2,234.62
<u>KAISER HEALTH PLAN - VALUE OPTION</u>	
Employee only	\$ 607.44
Employee and 1 dependent	\$ 1,305.99
Employee and 2 or more dependents	\$ 1,791.94
<u>KAISER HEALTH PLAN - HEALTH SAVINGS ACCT</u>	
Employee only	\$ 546.24
Employee and 1 dependent	\$ 1,174.43
Employee and 2 or more dependents	\$ 1,611.42
<u>WHA - ADVANTAGE 15-30, RX H</u>	
Employee only	\$ 779.61
Employee and 1 dependent	\$ 1,676.18
Employee and 2 or more dependents	\$ 2,299.86
<u>WHA - WESTERN 2800B HSA HDHP</u>	
Employee only	\$ 528.52
Employee and 1 dependent	\$ 1,136.34
Employee and 2 or more dependents	\$ 1,559.16

DENTAL and VISION INSURANCE

Plans	Monthly Rates
<u>DELTA DENTAL</u>	
Employee only	\$ 73.12
Employee and 1 dependent	\$ 146.23
Employee and 2 or more dependents	\$ 212.06
<u>VISION SERVICE PLAN (VSP)</u>	
Employee only	\$ 9.80
Employee and 1 dependent	\$ 19.57
Employee and 2 or more dependents	\$ 27.41

RATES INCLUDE 2% ADMINISTRATIVE CHARGE



**Marin County Office of Education
Paraeducator Substitute Interest Form
2019 – 2020 School Year**

In order to maintain a current substitute list specifically for Marin County Office of Education programs, please indicate your interest in the programs listed below that you would be willing to substitute.

Name: _____ Date: _____

Address: _____

_____ Phone: _____

Phone for automated calling system: _____

Email: _____

Yes, I am interested in working during 2019- 2020 school year.

No, I am not interested in working during the 2019 - 2020 school year.

Indicate programs in which you would be willing to substitute
MCOE Moderately to Severely Disabled Special Education classes: (Lifting may be required)
• Preschool
<input type="checkbox"/> Magnolia Park (San Rafael) <input type="checkbox"/> Marindale (San Rafael)
• K-12
<input type="checkbox"/> Compass Academy (Novato) <input type="checkbox"/> Edna McGuire Elementary (Mill Valley) <input type="checkbox"/> Lagunitas MS (San Geronimo) <input type="checkbox"/> Lu Sutton (Novato) <input type="checkbox"/> Lynwood Elementary (Novato) <input type="checkbox"/> Manor Elementary (Fairfax) <input type="checkbox"/> Mill Valley MS (Mill Valley) <input type="checkbox"/> Olive Elementary (Novato) <input type="checkbox"/> Redwood HS (Larkspur) <input type="checkbox"/> San Jose MS (Novato) <input type="checkbox"/> Short Elementary (San Rafael) <input type="checkbox"/> Strawberry Point (Mill Valley) <input type="checkbox"/> Tamalpais HS (Mill Valley) <input type="checkbox"/> Terra Linda HS (San Rafael) <input type="checkbox"/> Vallecito Elementary (San Rafael) <input type="checkbox"/> Venetia Valley (San Rafael)
• Post Secondary / Transition
<input type="checkbox"/> Grant Grover/COM (Kentfield) <input type="checkbox"/> Indian Valley College (Novato)
<input type="checkbox"/> Alternative Education (includes Independent Study, County Community, & Juvenile Hall)

PLEASE RETURN THIS FORM TO THE MCOE PERSONNEL DEPARTMENT AT 1111 LAS GALLINAS AVENUE, SAN RAFAEL, CA 94903

MARIN COUNTY OFFICE OF EDUCATION PERSONNEL COMMISSION MERIT RULES

6.700 LAYOFFS

6.700.1 Layoff Procedures

Classified employees shall be subject to layoff for lack of work or lack of funds.

When it becomes necessary to lay off permanent or probationary employees, such layoffs shall be made in inverse order of seniority in the classification in which the layoff occurs. The employee who has been employed the shortest time in the classification, plus higher classification, shall have the least seniority, and therefore shall be laid off first. (Education Code Section 45308)

6.700.2 Rights of Employees Laid Off for Lack of Work or Funds

Classified employees subject to layoff for lack of funds at the end of a school year shall be given written notice on or before April 29, informing them of their layoff effective at the end of the school year and of their displacement rights, if any, and reemployment rights. However, if the termination date of any specially funded program or bonafide reduction or elimination of the service being performed by any department, or in the event of an actual and existing financial inability to pay salaries of classified employees, is other than June 30, such notice shall be given not less than 60 days prior to the effective date of the layoff including displacement rights, if any, and reemployment rights. (Education Code Section 45117)

Displacement Rights are as determined as follows:

A permanent employee in the classified service who is laid off from a classification (position title) shall have the right to displace an employee with less seniority:

- a) in that classification and lower classifications within a job series. See Displacement Rights - Job Series
- b) in a previously held equal or lower classification not within the currently held job series in which the employee had successfully completed the probationary period.
- c) in a lower classification not within the currently held job series if the current position description includes the duties and responsibilities of the lower classification.
- d) or; if the employee is found to be specifically qualified by Personnel Commission determination and the employee qualifies under existing testing procedure for this position.

In no case will the mechanics of a layoff procedure increase an employee's employment status, i.e., classification, work hours, etc.

Seniority is the total amount of continuous active service in a probationary or permanent status within a classification or a higher classification, or, by the agreement of the exclusive representative of the classified employees that defines "length of service" to mean the hire date for unit members. If there is such an agreement with the exclusive representative of classified employees, then the County Superintendent of Schools may define "length of service" to mean hire date for any classification of employee not represented by any exclusive bargaining agreement. (Education Code Section 45308)

Hours compensated solely on an overtime basis as provided for in Education Code Section 45128 are excluded from seniority determination.

A permanent employee who may be laid off for lack of work or funds, despite the exercising of displacement rights, in order to avoid layoff may also request in writing a voluntary demotion to a vacant position in a lower classification or a transfer to an equal classification provided she/he is found qualified by the Director of Personnel to perform the duties thereof and provided further that the appointing authority approves the demotion and/or assignment.

6.700.3 Layoffs of Emergency, Provisional and Limited-Term Employees

No permanent or probationary employee shall be laid off from any position while employees are serving under emergency, provisional or limited-term appointments in the same classification or lower classification unless the regular employee declines such an appointment.

Emergency, provisional and limited-term employees may be separated at the discretion of the appointing authority without regard to the procedures set forth in this rule.

6.700.4 Restoration (Rule 6.200.3)

- A. Each person who has been laid off or displaced from a position in which she/he had permanent or probationary status shall, in writing, be offered restoration to a position in the class from which she/he is laid off, should such position be reestablished or should the necessity for layoff or displacement cease to exist, or should another position in the same class (position title) become vacant within 39 months after the date she/he is laid off or displaced. Should the employee not accept restoration within one week after the date of the offer, or should she/he decline to begin work within three weeks after the date of the offer, she/he shall be declared unavailable and shall forfeit any right to restoration unless further offer of restoration is granted by the Personnel Commission.
- B. Whenever more than one person has been laid off and/or displaced in the same class (position title), the order of restoration shall be in the reverse of the order of layoff.
- C. Whenever a person is unavailable for restoration, the next senior person who is eligible for restoration shall be offered restoration in the same manner and under the same conditions. Should there be no person eligible and available for restoration, the position may be filled as otherwise provided by these rules for appointment to a vacant position.
- D. A person who is unavailable for restoration may, within two weeks after she/he is declared unavailable, request in writing to the Personnel Commission that she/he be considered for further offer of restoration, should such occur within 39 months after layoff or displacement. The request shall contain a full explanation of the reason for the unavailability. Within one month after the request is filed, the Commission shall either grant or deny further offer of restoration. The Commission may specify conditions under which further offer of restoration may be granted.

6.700.5 Unemployment Insurance (Education Code Section 45208)

Classified employees are eligible for unemployment insurance. When classified employees are separated from the service, they should register with the local Employment Development Department. Eligibility for benefits will be determined and established by that agency based on the California Unemployment Insurance Code.