

## **IMPORTANT INSTRUCTIONS FOR MEMBERS SERVED WITH RIF (LAYOFF) NOTICES**

Dear CTA Member:

Each certificated employee who is served with a RIF notice is entitled to a hearing upon request. You must mail or deliver **both a Request for Hearing and a Notice of Defense** to the district within the specified time limit or you may waive your right to a hearing.

**1. REQUEST FOR HEARING.** In order to have a hearing, you must request one. This request must be made in writing within the time specified in the Notice of Intended Dismissal (your layoff notice), usually within **seven (7) calendar days after you receive the Notice**. Failure to request a hearing within the specified time will waive your right to participate in the hearing and you may be laid off as a consequence.

To request a hearing, fill out the attached form entitled Request for Hearing and address it to the district official who signed the Notice of Intended Dismissal. Deliver the original to the addressee either in person or by registered or certified mail to the address provided in the Notice. If you deliver the form personally, get a receipt or keep a record of the date, time, place, and recipient. Keep a copy for your records and provide a copy to your CTA staff representative.

**2. NOTICE OF DEFENSE.** After the district receives your Request for Hearing, it will provide you with documents including a Statement to Respondent and an Accusation. After you receive the Accusation, fill out the form entitled Notice of Defense, which is attached to these instructions, unless your attorney instructs you differently. Do not use the forms provided by the district. You must deliver the Notice of Defense to the superintendent, or the district official named in the Statement to Respondent, within **five (5) calendar days after the Accusation is served**. The Accusation is served on the date the district mails or hand-delivers the Accusation to you. You may deliver the Notice of Defense personally, or by registered mail to the school district at the address given in the Statement to Respondent, so long as you mail it in time for the District to receive the Notice within the five day period. If you fail to deliver the Notice of Defense on time you may waive your right to participate in the hearing.

If you have any questions about filing a Request for Hearing and/or Notice of Defense, contact your CTA staff representative immediately.