



MEMORANDUM

Site:	_____
Position:	_____
Social Security Number:	_____
I hereby accept the reduction in: (Please check appropriate box)	
Hours Per Day	Hours Per Week Months

Further, my signature below verifies that I have read and understand both Articles 20.7 Voluntary Demotion/Reduction, and Article 20.8 Reemployment of the Collective Bargaining Agreement between the District and SEIU.

20.7 Voluntary Demotions/Reductions

Upon mutual agreement with the District, employees may elect to take a voluntary demotion (i.e., a change to a classification for which they are qualified with a lower maximum salary rate) or a voluntary reduction in assigned time (either hours per day or work year as defined here) in lieu of layoff or to remain in their present position rather than be reclassified or reassigned. Employees who do so shall be granted the same rights as persons laid off.

20.8 Reemployment Rights

Classified employees laid off because of lack of work or lack of funds are eligible for reemployment for a period of 39 months and shall be reemployed in preference of new applicants. Persons so laid off also have

