(Date)

(Employee Organization)
(Address)

Dear (_______________):

Subject: Notification of Staffing Reductions

In conformance with the collective bargaining agreement between the State of California and (Employee Organization), this is official notification that (Department) is planning possible staffing reductions that may impact employees in Bargaining Unit (number).

The reductions are necessary due to (describe reason). The layoff will be effective (insert date of layoff).

The area of layoff, should staffing reductions be necessary, will be (describe area of layoff - statewide or geographic, organizational or functional subdivision; anticipated classes affected; total employees in affected classes; surplus employees in affected classes; and proposed effective date).

If you wish to meet and confer over the impact of the possible reductions, please respond by (insert a date at least three weeks from when this notice is mailed). If no response is received by (insert same date), we will proceed with the staffing reductions in a manner consistent with law, Department of Personnel Administration rules, and the collective bargaining agreement.

If you have any questions about this notice or require additional information, please call (insert name and telephone number of contact).

Sincerely,

(Signed by Department Director or Designee)

(Type Name)
(Title)

cc: Department of Personnel Administration
Classification and Compensation Division

[NOTE: Departments should contact the appropriate Labor Relations Officer at DPA prior to scheduling a meet and confer session with an employee organization over the impact of staffing reductions.]

(Rev. 3/98)