

(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.]