

April 27, 2011

Name

Dear Name:

Miami-Dade County Public Schools is facing a critical budget shortfall for 2011-2012 fiscal year, and due to state policy decisions, a historic drop in the tax roll yield, and a significant reduction in capital projects, capital revenue is drastically reduced. On April 13, 2011, the School Board passed Agenda Item D-25, which included a Request for Approval of a Reduction-in-Force/Layoff of Select Positions. As a result of this Board action, positions were identified for reduction.

This letter is to inform you that your position has been identified for a reduction-in-force effective at the end of the day on Thursday, June 30, 2011. The layoff will be administered in accordance with provisions as specified in the Miami-Dade County Public Schools/Dade County School Maintenance Committee (DCSMEC) Contract, Article IX, Section 11, Layoffs and Reemployment. In lieu of layoff, you may opt to stay in your present position at a rate of pay which is 80% of your current base salary or request a bump back to a previous job classification which carries a lower designation. You must complete the attached *Letter of Intent* and submit to Ms. Abby Walker, Director, Employee Resources, in the Office of Facilities Operations, by Monday, May 9, 2011 regarding your decision.

The District is offering career counseling as well as information on benefits, compensation, terminal pay and retirement. A meeting for those employees opting for layoff from M-DCPS will be held on **Friday, May 6, 2011**, at the School Board Auditorium, 1450 N.E. 2nd Avenue, at 10:00 a.m. If you need to attend this meeting, please notify your work location supervisor to request release time.

On behalf of the School District, thank you for your dedication and service to the students, parents and employees of Miami-Dade County Public Schools. Your contributions are greatly appreciated.

Sincerely,

Enid Weisman
Assistant Superintendent

L256

cc:

I am in receipt of this document.

Employee Signature

Date