

**This document provides basic information on the issues you are facing as a laid-off public school employee in Indiana. We hope it helps you in answering the following questions:**

1. Was my layoff in accordance with my legal rights?
2. What rights do I have as a laid-off employee regarding health insurance, unemployment and retirement?
3. Should I maintain my ISTA membership?

**Actions to Take Immediately:**

1. DO NOT RESIGN.
2. Call your local association's grievance chairperson or your local president if you have any doubt that you are the appropriate person to be laid off. Your collective bargaining agreement may control the terms and conditions of any lay off. Such a check may not only allow you to retain a position, but it will also ensure that the integrity of the collective bargaining agreement is maintained.
3. If you are a non-permanent (first or second-year) teacher, you have the right to:
  - Request reasons for consideration of non-renewal of your regular teaching contract within 15 days of receiving notice.
  - Have a conference held with the school board within 20 days of that request.
4. If you are a semi-permanent (third, fourth or fifth-year) teacher, you have the right to:
  - Request reasons for the supposed consideration of cancellation of your regular teaching contract.
  - Request a hearing within 15 days of receiving notice.
  - Have a hearing before the school board.
5. If you are a permanent (sixth or more years) teacher, you have the right to:
  - Request reasons for the supposed consideration of cancellation of your regular teaching contract.
  - Request a hearing within 15 days of receiving notice.