



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

Agenda Item# 9.2

Meeting Date: March 3, 2022

Subject : Resolution No. 3254: Notice of Layoff: only)

Conference/First Reading (Action Anticipated: _____)
Conference/Action
Action
Public Hearing

Division : Human Resource Services

Recommendation: Approved Resolution No. 3254 Notice of Layoff: Classified Employees – Reduction in Force Due to Lack of Funds and/or Lack of Work.

Background/Rationale : Based on a lack of work and/or lack of funds, and to ensure the District's long-term fiscal health the District will require a reduced number of classified employee positions for the 2022-2023 school year. In addition, the District continues to face declining enrollment. Classified layoff notices will be reduced by known attrition, current vacancies, and the needs of the District for hard to fill positions.

Each year, the District undergoes a process of reviewing available information and engaging in cross-departmental collaborations

- 4) Budget reductions or staffing formula changes – due to budgetary reductions and the potential change in staffing formulas, an increase or decrease of hours or elimination of a classified position may occur.

Prior to determining the layoff of classified employees, a review of current vacant positions and known attrition is conducted. That review enables Human Resource Services staff to assign a displaced employee to a vacant position; therefore, a layoff does not occur. Meetings with the appropriate bargaining unit will be scheduled to discuss the effects of the layoff.

With the passage of Assembly Bill 438, the classified layoff process has changed. Under Education Code sections 45114, 45115, 45117, 45298, and 45308, school districts must notify employees identified for layoff by March 15 that they will be laid off at the end of the current school year. These employees must also be notified of their opportunity to request a hearing on their layoff. Under Education Code section 45117, when classified positions must be eliminated

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Notice of Layoff: Classified Employees Reduction in Force Due to Lack of Funds and/or Lack of Work

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I. Overview/History of Department or Program

Resolution No. 325 – Notice of Layoff: Classified Employees Reduction in Force Due to Lack of Funds and/or Lack of Work

District administration

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the employee's displacement and reemployment rights, if any,

A classified employee may request a hearing to determine if there is cause for not reemploying the employee for the ensuing year. A request for a hearing shall be in writing and shall be delivered to the person who sent the notice or before a date specified in subdivision (a), which shall not be less than seven days after the date on which the notice is served upon the employee. If an employee fails to request a hearing on or before the date specified, the employee's failure shall constitute a waiver of the notice provided for in subdivision (a) shall advise the employee of the provisions of this subdivision.

In situations when classified positions must be eliminated as a result of the expiration of a specially funded program, the employees to be laid off shall be given written notice not less than 60 days prior to the effective date of their layoff informing them of their layoff date and their displacement rights, if any, and reemployment rights.

Classified layoff notices will be reduced by known attrition, current vacancies, and the needs of the District associated with hard to fill positions

VI. Results:

Resolution No. 325 will provide layoff notices to central office and school site classified employees informing them of their layoff effective at the end of the school year and any associated rights to request a layoff hearing. With approval of this resolution, Human Resources Services will take all actions to send appropriate notices to all employees whose position shall be affected by layoff. Classified layoff notices will be reduced by known attrition, current vacancies, and the needs of the District associated with hard to fill positions.

VII. Lessons Learned/Next Steps:

Approve Resolution No. 325 – Notice of Layoff: Classified Employees Reduction in Force Due to Lack of Funds and/or Lack of Work.

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

RESOLUTION NO. 325 oCit

NOTICE OF LAYOFF: CLASSIFIED EMPLOYEES ±REDUCTION IN FORCE
DUE TO LACK OF FUNDS AND/OR LACK OF WORK

WHEREAS, Education Code sections 45114, 45115, 45117, 45298 and 45308 require that notice of layoff for lack of funds and/or lack of work be provided to classified employees and set forth the procedures for laying off and reemploying such employees

WHEREAS, due to a bona fide reduction or elimination of the service being performed by any department or school site, classified employees shall be subject to layoff for lack of funds and/or lack of work, and affected classified employees shall be given notice of layoff by March 15, 2022, informing them of their layoff and opportunity to request a hearing;

WHEREAS, if the reduction or elimination of services is due to the expiration of a specially funded program(s), the affected employee(s) shall be given notice of their layoff less than 60 days prior to the effective date of layoff and

WHEREAS, the Superintendent has recommended that the positions for the classified employees set forth in Exhibit A be reduced or eliminated for the 2022-2023 school year. The Board of Education directs the Superintendent or his authorized designee to give notice to the affected classified employees

NOW, THEREFORE, BE IT RESOLVED, that it shall be necessary pursuant to the recitals above incorporated by this reference, to eliminate the classified positions listed in Exhibit A as a result of lack of funds and/or lack of work and/or due to the expiration of a specially funded program. The Superintendent or his authorized designee is directed to take all appropriate action needed pursuant to the applicable provisions of the Education Code.

PASSED AND ADOPTED by the Sacramento City Unified School District Board of be necessary