

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION

:6

Agenda Item 12

Meeting Date :

- 3) Academic program changes – the school site may change an academic focus resulting in the reduction of hours or elimination of a classified position.
- 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 vacant positions is conducted. That review enables Human Resource Services staff to assign a displaced employee to a vacant position; therefore, a layoff does not occur. If there are no vacancies, classified employees are noticed for layoff. Meetings with each classified bargaining unit will be scheduled to discuss the effects of layoff.

Under state law, Education Code §§ 45114, 45115, 45117, 45298, and 45308, school districts must provide not less than 60 days notice to classified employees of a layoff. The notice includes the effective date, displacement rights, and reemployment rights. Resolution #2936 and Exhibit A list the classified positions that will be laid off for the 2017-18 school year and thereafter.

The District will continue to identify alternative solutions to ensure the least or a minimal impact on employees of the District. As decisions are made regarding the District's budget for 2017-2018, additional funding may become available, new positions may be identified and/or positions that were eliminated may be reinstated.

Financial Considerations : Budget reductions needed to assist in addressing the District's declining enrollment, the elimination of certain funds and staffing needs.

LCAP Goal(s): Safe, Clean and Healthy Schools

Documents Attached:

1. Board of Education Executive Summary
2. Resolution No. 2936
3. Exhibit A will be available at the Board meeting.

Estimated Time of Presentation : 5 minutes

Submitted by : Cancy McArn, Chief Human Resources Officer  
Human Resource Services

Approved by : José L. Banda, Superintendent

# Board of Education Executive Summary

Human Resource Services – Classified Layoffs  
April 6, 2017



Resolution #2936 – Notice of Layoff – Classified Employees – Reduction in Force Due to Lack of Funds and/or Lack of Work proposes to reduce enumerated classified positions 10112214(e)104061029) 0.5

Position reductions are needed to assist in addressing the District’s declining enrollment, the

# Board of Education Executive Summary

## Human Resource Services – Classified Layoffs

April 6, 2017



In addition, Education Code 45117 states, in part, 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 work or lack of funds, affected employees shall be given notice of layoff not less than 60 days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights.

### VI. Results:

Resolution #2936 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. With approval of this resolution, the Chief Human Resources Officer will take all actions to send appropriate notices to all employees whose position shall be affected by layoff.

### VII. Next Steps:

Approve Resolution #2936 – Notice of Layoff: Classified Employees – Reduction in Force Due to Lack of Funds/or Lack of Work.

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**RESOLUTION NO. 2936**

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

y department or school site, classified employees shall be subject to layoff for lack of funds or lack of work, and affected employees shall be given notice of layoff not less than 60 days to the effective date of layoff, and informed of their displacement rights, if any, and employment rights; and

**WHEREAS**, the Superintendent has recommended that the positions for the classified employees set forth in Exhibit A (attached hereto and incorporated herein by reference as though set forth) be reduced or eliminated for the 2017-2018 school year. The Board of Education trusts the Superintendent or his authorized designee to give notice to the affected employees not less than 60 days prior to the effective date of layoff due to a lack of funds and/or lack of work and of their displacement rights, if any, and reemployment rights.

**NOW, THEREFORE, BE IT RESOLVED**, that it shall be necessary, pursuant to the provisions above incorporated by this reference, to eliminate the classified positions listed in Exhibit

## **EXHIBIT A**