

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

Agenda Item 10.5

**Meeting Date:** April 7, 2016

**Subject:** Approve Resolution No. 2878: Notice of Layoff: Classified Employees –  
Reduction in Force Due to Lack of Funds and/or Lack of Work

- Information Item Only
- Approval on Consent Agenda
-

- 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 No. 2876 and Exhibit A list the classified positions that will be laid off for the 2016-17 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 2016-2017, 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.

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

**Documents Attached:**

1. Board of Education Executive Summary
2. Resolution No. 2878
3. Exhibit A will be available at the Board meeting.

**Estimated Time of Presentation:** 2 minutes

# Board of Education Executive Summary

Human Resource Services Classified Layoffs

April 7, 2016

Resolution #2878 Notice of Layoff - Classified Employees Reduction in Force Due to Lack of Funds and/or Lack of Work proposes to reduce enumerated classified positions due to a lack of work and/or lack of funds.

## II. Driving Governance

x Education Code 40ciT08 Tc01 Tw 1. Tf sc98>T 12 – “The Governing Board may lay off and reemployees only in accordance with procedures provided by Sections 45298 and 45308.  
Education Code 45115 “Any person who was subject to being, or was in fact, of x Education Code 45117 –

## III. Budget Impact

Position reductions needed to assist in addressing the District’s declining enrollment, the elimination of certain funds and staffing needs

## IV. Goals, Objectives and Measures:

Under state law, Education Code §§ 45114, 45115, 45117, 45298, and 45308, school districts must provide not less than a 60daynotice to classified employees of a layoff for lack of work or

# Board of Education Executive Summary

Human Resource Services Classified Layoffs

April 7, 2016

In addition, Education Code 45117 states, in part, to a bona fide reduction or elimination of the service being performed by any department, 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 #2878 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 #2878 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. 2878

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 services performed by any department, classified employees shall be subject to layoff for lack of funds and/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 reemployment

and that it shall be necessary pursuant to the  
to eliminate the classified positions in Exhibit  
The Superintendent or his authorized designee  
shall be authorized pursuant to the applicable provisions of the

Sacramento City Unified School District Board of  
Education has adopted the following vote

---

Christina Pritchett  
President of the Board of Education