



- 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, the layoff process is initiated. Meetings with each classified bargaining unit will be scheduled to discuss the affects of layoff.

Under state law, Education Code §§ 45114, 45115, 45117, 45298, and 45308, school districts must provide not less than 45 days notice to classified employees of a layoff. The notice includes the effective date, displacement rights, and reemployment rights. Resolution #2686 and Exhibit A list the classified positions that will be laid off for the 2012-2013 school year.

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 2012-2013, additional funding may become available, new positions may be identified and/or positions that were eliminated may be reinstated.

Financial Considerations : Budget reductions approved by the Board on February 2, 2012.

Documents Attached:

- 1) Executive Summary
- 2) Resolution #2686
- 3) Exhibit A available at the Board meeting

Estimated Time of Presentation : 5 minutes
Submitted by : Jess Serna, Chief Human Resource Officer
Approved by : Jonathan P. Raymond, Superintendent

## **I. Overview/Histor**

Resolution #2686 – Notice of Layoff  
Funds/or Lack of Work provide  
office and school site classified e

## **II. Driving Governance:**

Education Code 45114 –  
employees only in accordance  
Education Code 45115 –  
for lack of work or lack of  
Employees' Retirement System  
Education Code 45117 –  
Education Code 45298 –  
eligible to reemployment  
preference to new applicant  
Education Code 45308 –  
or lack of funds."

## **III. Budget Impact**

Budget reductions approved by

## **IV. Goals, Objectives and Mea**

Under state law, Education  
must provide not less than  
lack of funds. The no  
rights. Resolution #2  
2012-13 school year.

## **V. Major Initiative:**

According to Education Code  
classified positions not  
subject to layoff for 1  
shall be given written  
end of the school year.

## Board of Education Executive Summary

### Human Resource Services – Classified Layoff

February 16, 2011

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In addition, Education Code 45117 states, in part, due to a bona fide reduction of the service being performed by any department, classified employees shall be laid off for lack of work or lack of funds, affected employees shall be given [REDACTED] 45 days prior to the effective date of layoff, and informed of their displacement and reemployment rights.

#### VI. Results:

Resolution #2686 will provide layoff notices to central office and school employees informing them of their layoff effective at the end of the school year. Pursuant to this resolution, the Chief Human Resources Officer will take all actions to issue notices to all employees whose position shall be affected by layoff.

#### VII. Next Steps:

Approve Resolution #2686 – Notice of Layoff: Classified Employees – Lack of Funds/or Lack of Work.

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

**RESOLUTION NO. 2686**

**NOTICE OF LAYOFF – CLASSIFIED EMPLOYEES – REDUCTION IN FORCE  
DUE TO LACK OF FUNDS**