



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 11.4

**Meeting Date:** February 15, 2024

**Subject:** **Approve Resolution No. 3384: Notice of Layoff: Classified Employees – Reduction in Force Due to Lack of Work and/or Lack of Funds**

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Human Resource Services

**Recommendation:** Approved Resolution No. 3384: Notice of Layoff: Classified Employees – Reduction in Force Due to Lack of Work and/or Lack of Funds.

**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 2024-2025 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 with school sites to assist in identifying staffing needs for the upcoming school year. These meetings explore:

- 1) Staffing Needs – To provide maximum flexibility during this time of uncertain budgetary constraints.
- 2) Funding changes – categorical and general funds increase or decrease resulting in the reduction of hours or elimination of a classified position.
- 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 current vacant positions and known attrition is conducted. That review enables Human Resource Services staff to assign a displaced employee to a vacant position. As result, a layoff does not occur, or the impact is minimized. Meetings with the appropriate bargaining unit will be scheduled to discuss the effects of the layoff.

Effective January 2021, Assembly Bill 438 changed the classified layoff process. 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 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. Exhibit A to Resolution No. 3384 lists the positions that will be laid off for the 2024-2025 school year and thereafter.

The District will continue to try and identify alternative solutions for minimal impact on District employees. As decisions are made regarding the District's budget for 2024-2025, additional funding may become available, new positions may be identified, and/or positions that were eliminated may be restored.

**Financial Considerations:** Budget reductions needed to assist in addressing the District's declining enrollment, the elimination of certain funds, the District's long term fiscal health, and District program needs.

**LCAP Goal(s):** Goals include Safe, Emotionally Healthy and Engaged Students, Family and Community Empowerment, and Operational Excellence.

**Documents Attached:**

1. Executive Summary
2. Resolution No. 3384
3. Exhibit A: will be provided at the Board Meeting February 15, 2024

**Estimated Time of Presentation:** 5 minutes

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

**Approved by:** Lisa Allen, Superintendent

# Board of Education Executive Summary

## Human Resource Services

Notice of Layoff: Classified Employees – Reduction in Force Due to Lack of Work and/or Lack of Funds  
February 15, 2024



### I. Overview/History of Department or Program

Resolution No. 3384 – Notice of Layoff: Classified Employees – Reduction in Force Due to Lack of Work and/or Lack of Funds

District administration proposes to reduce enumerated classified positions due to a lack of work and/or lack of funds.

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

### II. Driving Governance:

- Education Code 45114 – “The Governing Board may lay off and reemploy classified employees only in accordance with procedures provided by Sections 45298 and 45308.”
- Education Code 45308 – “Classified employees shall be subject to layoff for lack of work or lack of funds.”
- Education Code 45115 – “Any person who was subject to being, or was in fact, laid off for lack of work or lack of funds and who elected service retirement from the Public Employees’ Retirement System shall be placed on an appropriate reemployment list.”
- Education Code 45117(a)(1) – “No later than March 15 and before a classified employee is given notice by the governing board of a school district that the employee’s services will not be required for the ensuing year due to lack of work or lack of funds, the governing board of the school district and the employee shall be given written notice by the superintendent of the school district or the superintendent’s designee, or, in the case of a school district that has no superintendent, by the clerk or secretary of the governing board of the school district, that it has been recommended that the notice be given to the employee, stating the reasons that the employee’s services will not be required for the ensuing year, and informing the employee of the employee’s displacement rights, if any, and reemployment rights.”
- Education Code 45117(b) – “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, on 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 to do so shall constitute a waiver of the employee’s right to a hearing. The notice provided for in subdivision (a) shall advise the employee of the provisions of this subdivision.”

# Board of Education Executive Summary

## Human Resource Services

Notice of Layoff: Classified Employees – Reduction in Force Due to Lack of Work and/or Lack of Funds  
February 15, 2024



- Education Code section 45117(g) – “Notwithstanding the other requirements of this code respecting layoff of permanent classified employees, 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.”
- Education Code 45298 – “Persons laid off because of lack of work or lack of funds are eligible to reemployment for a period of 39 months [and] [t]he person’s reemployment shall take preference over new applicants.”

### III. Budget:

Position reductions and/or eliminations are needed to assist in addressing the District’s declining enrollment, reduced funding, the District’s long-term fiscal health, and/or District program needs.

### IV. Goals, Objectives and Measures:

Under state law, Education Code sections 45114, 45115, 45117, 45298, and 45308, school districts must provide notice to classified employees of a layoff for lack of work and/or lack of funds by March 15, 2024, and inform affected employees of their right to a hearing. 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. Resolution No. 3384 and Exhibit A list the classified positions that will be laid off for the upcoming 2024-25 school year.

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

### V. Major Initiatives:

According to Education Code 45117, no later than March 15 and before a classified employee is given notice by the governing board of a school district that the employee’s services will not be required for the ensuing year due to lack of work or lack of funds, the governing board of the school district and the employee shall be given written notice by the superintendent of the school district or the superintendent’s designee, or, in the case of a school district that has no superintendent, by the clerk or secretary of the governing board of the school district, that it has been recommended that the notice be given to the employee, stating the reasons that the employee’s services will not be required for the ensuing year, and informing the employee of

# Board of Education Executive Summary

## Human Resource Services

Notice of Layoff: Classified Employees – Reduction in Force Due to Lack of Work and/or Lack of Funds  
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the employee's displacement rights, if any, and reemployment rights.

A classified employee may request a hearing to determine if there is cause for not reemploying them for the ensuing year. A request for a hearing shall be in writing and shall be delivered to the person who sent the notice, on 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 to do so shall constitute a waiver of the employee's right to a hearing. 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. 3384 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 right to request a layoff hearing. With approval of this resolution, Human Resources Services will take all actions to send appropriate notices to all affected employees. **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. 3384 – Notice of Layoff: Classified Employees – Reduction in Force Due to Lack of Work and/or Lack of Funds.

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
RESOLUTION NO. 3384**

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

**WHEREAS**, Education Code sections 45114, 45115, 45117, 45298 and 45308 require that notice of layoff for lack of work and/or lack of funds be provided to classified employees according to the procedures set forth in those statutes; and

**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 work and/or lack of funds, and affected classified employees shall be given notice of layoff by March 15, 2024, informing them of their layoff and opportunity to request a hearing; and

**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 not less than 60 days prior to the effective date of layoff; and

**WHEREAS**, the Interim Superintendent recommends that the classified positions set forth in Exhibit A be reduced or eliminated for the 2024-2025 school year due to a lack of work and/or lack of funds and/or due to the expiration of a specially funded program(s), and that impacted employees be provided notice of their layoff and associated hearing rights as required by law. The Board of Education directs the Interim Superintendent or her 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 or reduce the classified positions listed in Exhibit A as a result of lack of work and/or lack of funds and/or due to the expiration of a specially funded program(s). The Interim Superintendent or her authorized designee is directed to take all appropriate action needed to implement this resolution and ensure that affected employees are provided with all applicable layoff rights set forth in the Education Code. .

**PASSED AND ADOPTED** by the Sacramento City Unified School District Board of Education on this 15<sup>th</sup> day of February, 2024, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Lavinia Grace Phillips  
President of the Board of Education

ATTESTED TO:

\_\_\_\_\_  
Lisa Allen  
Secretary of the Board of Education