CLASSIFIED LAYOFF (PSL-P006B)

Sacramento City Unified School District

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

1.1 This procedure discussed the process that is used for Classified Layoffs.

2.0 RESPONSIBILITY:

2.1 Personnel Analyst

3.0 APPROVAL AUTHORITY:

_____ _____

Signature Date

3.1 Director of Human Resource Services

4.0 DEFINITIONS:

4.1 SEIU – Service Employees International Union – Local 790

4.2 TEAM—Teamsters Union

4.3 CSA – Classified Supervisor Association

4.4 NBU—Non-Bargaining Unit Members (Confidential and Non-Represented Supervisor).

4.5 HRS—Human Resource Services

5.0 PROCEDURE:

5.1 Identify during one-stop staffing

5.1.1 New positions

5.1.2 Positions to be eliminated

5.1.3 Positions decreased/increased

5.2 Implement increase for new fiscal year

5.3 Follow Article 20 – Layoff (SEIU Contract) **all placements and bumping is based upon seniority within classification, hours and work calendar.**

5.3.1 Identify employee for layoff (SEIU, TEAM, CSA, and NBU).

5.3.2 Offer reductions within site (if applies – acceptance must be submitted in writing to Personnel Services).

5.3.3 Make placements to vacancies.

5.3.4 Bump least senior employee.

5.3.5 Bump least senior employee to another classification. (Employee with return rights to another classification)

5.3.6 Placement to 39-month re-employment list (Employee may waive his/her bumping rights and request 39-month re-employment list.)

5.3.7 Submit Vacancy Requisitions to reflect all employee changes per 5.3.2 through 5.3.6 stated above. This is done via the Escape Payroll/Personnel System.

5.4 Employee Notification

5.4.1 Administrative transfer (Vacancy placement).

5.4.2 Reduction acceptance.

5.4.3 Displacement – based upon seniority.

5.4.4 39-month re-employment listing.

5.4.5 All notification letters include an invitation to meet/discuss employee status with Personnel Services and SEIU.

5.5 District/Union Notification:

5.5.1 Displacement Principal.

5.5.2 Receiving Principal.

5.5.3 SEIU – Service Employees International Union Local 790.

5.5.4 Employee Relations Department.

6.0 ASSOCIATED DOCUMENTS:

6.1 Position Requisition (see Budget Services for form)

6.2 Position Reports (ESCAPE Payroll/Personnel)

6.3 Seniority Reports (generated from Escape)

6.4 Employee File

6.5 Vacancy Requisitions (generated from Escape)

6.6 SEIU Union Contract

6.7 TEAMSTERS Union Contract

6.8 CSA Union Contract

6.9 Employee Calendars

6.10 Appointment Schedule

7.0 RECORD RETENTION TABLE:

Identification	**Storage**	**Retention**	**Disposition**	**Protection**
All supporting documents regarding layoff placements	HRS and District Warehouse	5 years	Shred	None Required
Employee transactions (letters and vacancy requisitions).	Employee file on BMI	Unlimited		Access limited to HRS Staff

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
12/03/07	A	Initial Release
01/20/05	B	Revision
10/08/07	C	Approval Authority department name change

*****End of procedure*****