

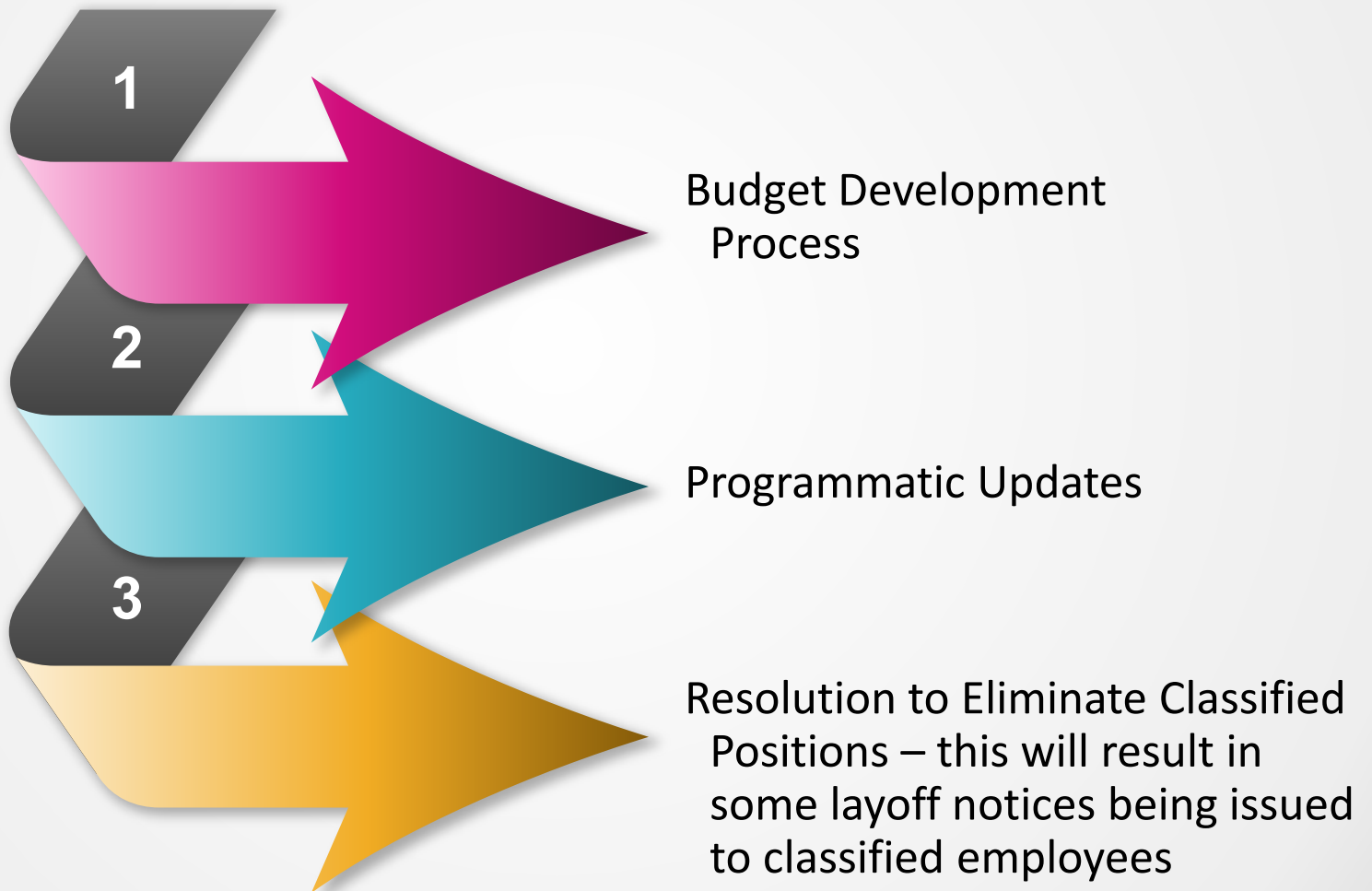


Approve Resolution No. 3254: Notice of Layoff: Classified Employees – Reduction in Force Due to Lack of Funds and/or of Work

Board Meeting
March 3, 2022
Agenda Item No. 9.2

Cancy McArn, Chief Human Resources Officer
Rose Ramos, Chief Business Officer

Agenda



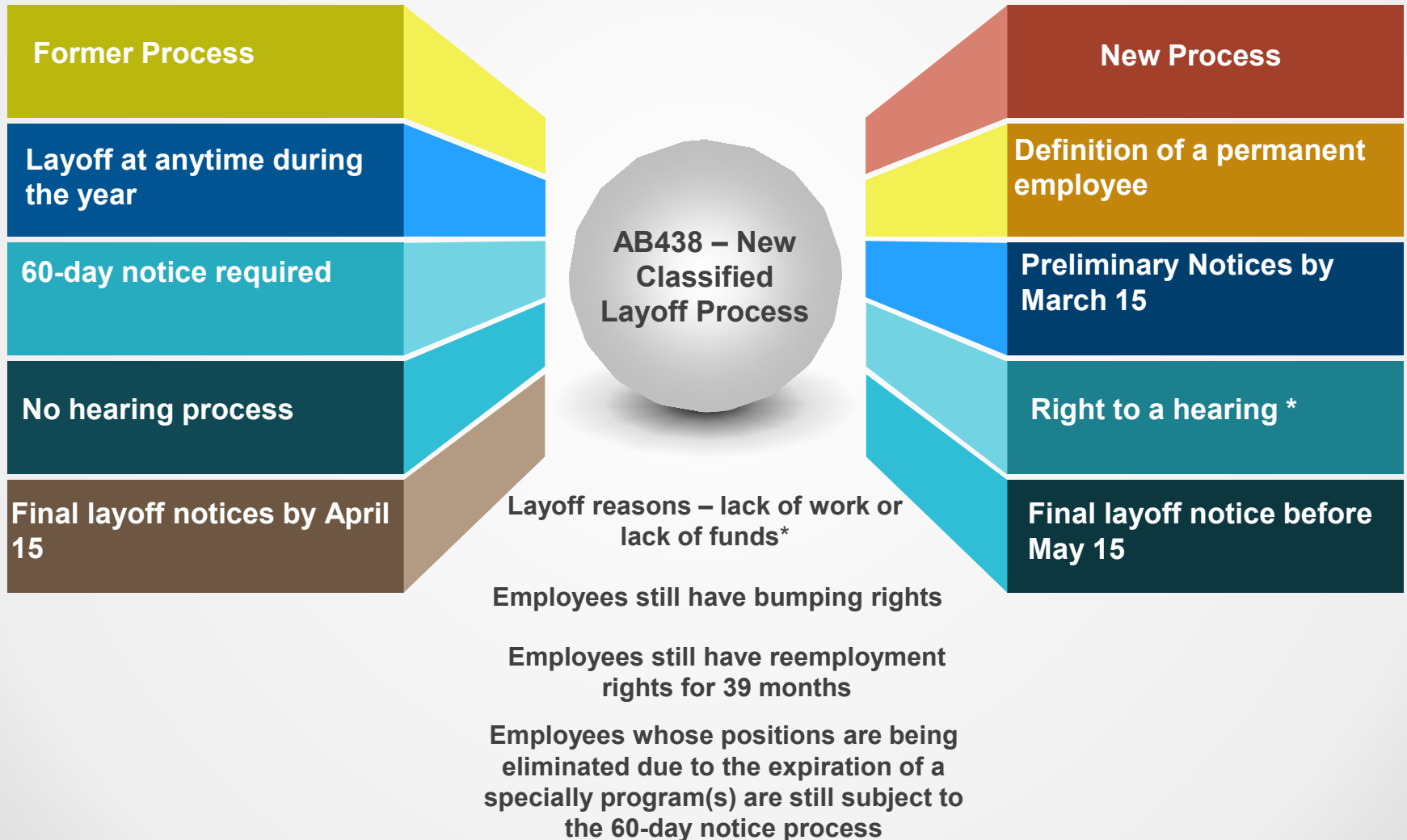
Elements of the Budget Development Process

- District Enrollment Projections/Staffing Allocations
 - Decision Insite
 - Adjustments for District's Data
- Governor's January Proposed Budget for Upcoming Year
 - Assumptions for 2022-23
- State Budget May Revise for Upcoming Year
 - District Budget for 2022-23

Budget Development Process

- Cross-departmental consensus process to ensure that every site and department has the appropriate staffing and budget to meet the needs of students and our community
- Expired grants/resources
- Limited term positions
- Program changes
- Year-round recurring cross-departmental meetings

AB438 – New Classified Layoff Process



Budget Development Staffing Process

December

Sites/Depts. receive staffing allocations

February

HR processes data from Budget

District worked to identify additional one-time funds that could be used to reduce reductions and reduce the need for layoff notices to be sent to employees in positions being reduced

April

Layoff Hearing with an Administrative Law Judge

January/February

- Sites/Depts. meet with stakeholders
- Due to the demands of the Omicron surge, sites were provided with flexible options to meet with Budget to confirm staffing allocations for upcoming year

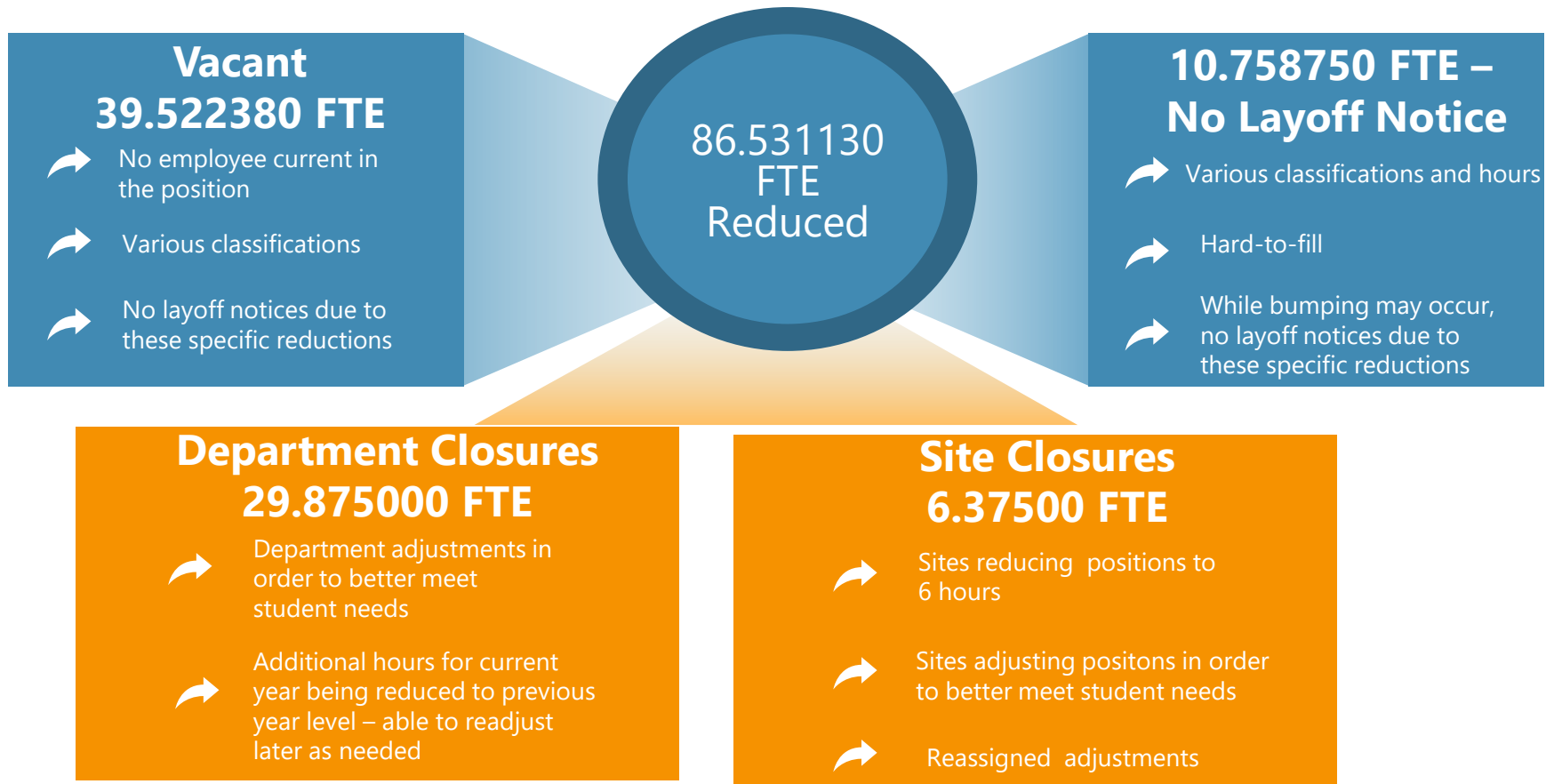
March

Board meeting for Resolution 3254: Notice of Layoff: Classified Employees – Reduction in Force Due to Lack of Funds and/or Work

May

- Administrative Law Judge Decision
- Board Resolution to issue final layoff notices prior to May 15, (as per AB438)
- HR issues final layoff notices prior to May 15

Reductions



On the resolution, asterisk notes places where no layoff notice will be given based on known attrition, current vacancies, and use of one-time funds for that position

March 15 Preliminary Notices Sent to Meet AB 438 Timeline

Analysis must be completed, attrition accounted for and preliminary notices sent

The District will utilize known attrition and vacancies in order to help reduce the number of preliminary notices that must be sent.

Preliminary notices sent prior to March 15

The District must meet the timelines as established by AB 438 for these preliminary March 15th notices.

Employees able to request a hearing before an Administrative Law Judge

Employees who received a preliminary layoff notice have seven days to request a hearing on their proposed layoff.

Recommendation and Next Steps

1

Recommend approval of Resolution 3254

2

With union involvement, the District will attempt to meet with employees who are interested in voluntarily reducing and complete an analysis to determine preliminary layoff notices

3

The District will engage in layoff hearings and return in May with a recommendation for final layoff notifications that must be sent prior to May 15

Questions