

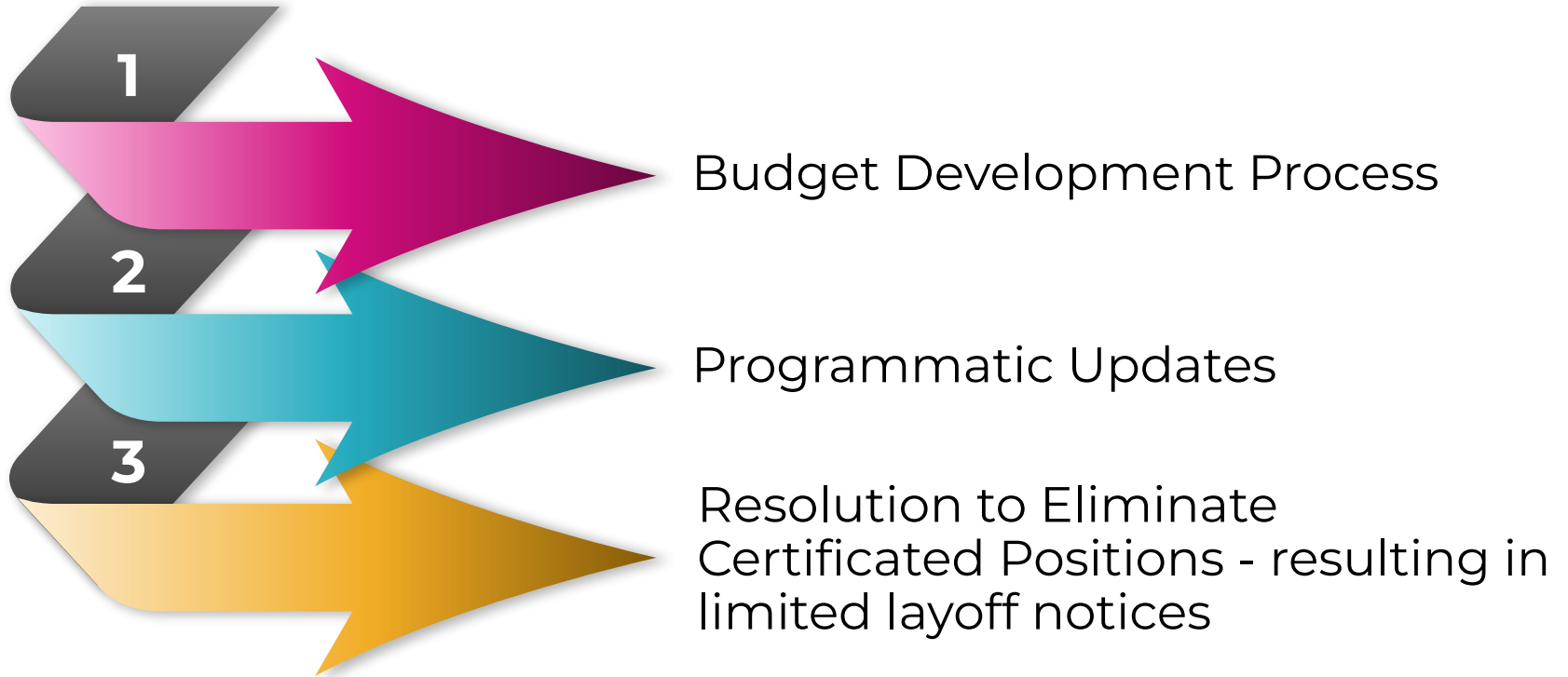


# Approve Resolution No. 3476: Notice of Layoff: Classified Employees – Reduction in Force Due to Lack of Funds and/or of Work

Board Meeting  
February 20, 2025  
Agenda Item No. 12.5

Cancy McArn, Chief Human Resources Officer & Lead Negotiator  
Various District Leaders

# Agenda



# Elements of the Budget Development Process

## District Enrollment Projections/Staffing Allocations

- School Works (Local Demographer Report)
- Initial staffing allocations based on projected enrollment and ratios
- Individual meetings with all sites and departments to calibrate and align needs
- Master Scheduling office conferred for compliance and feasibility

# 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

# Budget Development Staffing Process

## December

- Sites/Depts. receive staffing allocations
- Depts. meet with stakeholders

## February

- HR processes data from Budget and confirms with Cabinet
- Board meeting for Resolution 3476: Notice of Layoff: Classified Employees – Reduction in Force Due to Lack of Funds and/or Work

## April

Layoff Hearing with an Administrative Law Judge

## January

- School sites and remaining departments participated in Budget Development meetings

## March

Preliminary layoff notices issued to impacted staff prior to March 15th

## 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


# AB438 –Classified Layoff Process

Layoff reasons – lack of work  
or lack of funds\*

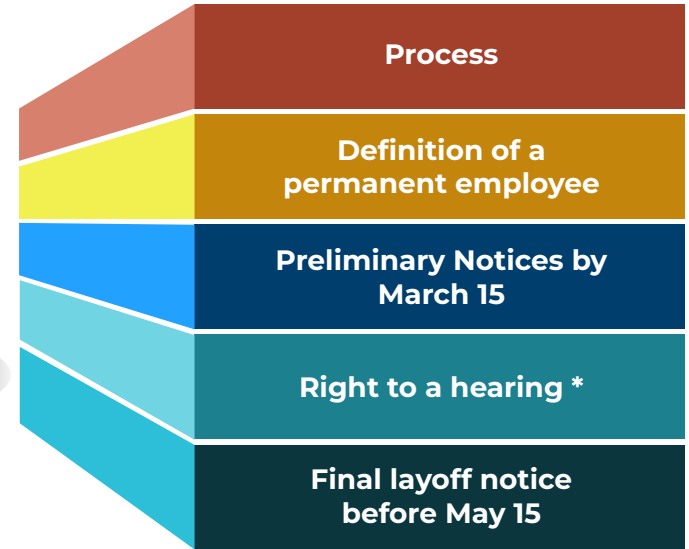
Employees have bumping rights

Employees have reemployment  
rights for 39 months

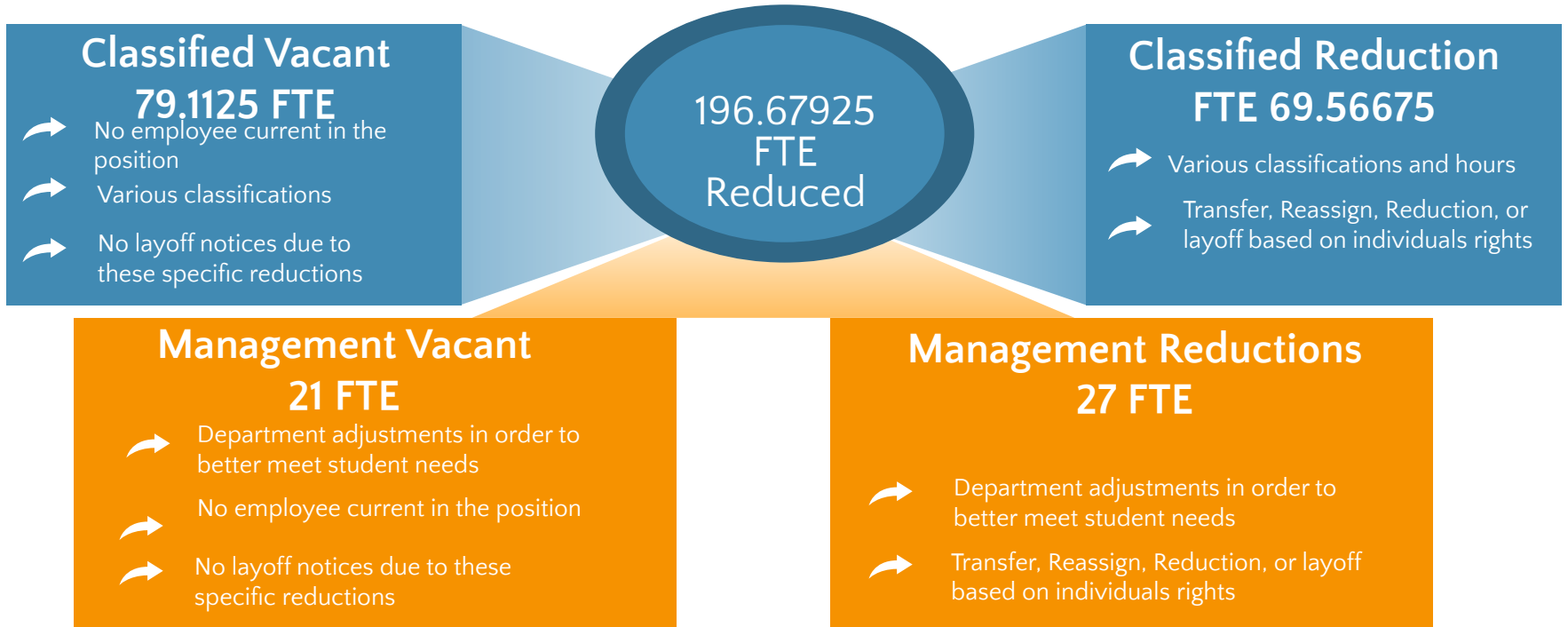
Employees whose positions are  
being eliminated due to the  
expiration of a specially  
program(s) are still subject to  
the 60-day notice process



**AB438 –  
Classified  
Layoff Process**



# 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 15<sup>th</sup> 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 3476

2

Ongoing meetings with the union to ensure all employee rights and collective bargaining agreements are followed.

3

Should enrollment increase, additional appropriate attrition take place, or funding be identified, layoff notices may be rescinded

4

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

# Questions