



Employee Relations and Ethics

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To: All Classified Employees

From: Steve Rockenbach, Employee Relations and Ethics Director
Gilbert Bonilla Jr., CSEA Chapter 2 President

RE: Current District Seniority List

Governor Newsom recently signed AB438 into law. This legislation establishes a layoff period for all classified employees similar to that of certificated staff. Outside of some specific exemptions to the statute, districts must notify any employee of a potential layoff for the following school year, by March 15. Key to the layoff process is ensuring we have accurate seniority lists for each employee.

As part of this process we are asking all classified employees to review their seniority status via the District Portal. Employees should review their seniority status on a regular basis to ensure it is an accurate reflection. CSEA and LBUSD are encouraging you to do this by March 1. By following the steps below, you will be able to review your current district seniority.

Instructions to the Portal:

- Go to: <https://mylbused.lbschools.net>
- Type your username and password (same as your computer login) – Call extension 8411 to retrieve lost usernames or passwords.
- Click on the link, “Applications” at the bottom.
- Click on the orange tile, “My Employee Info”
- Click on the tile, “Self Service”
- Input the last 4 of your social security and birthdate
- Click on the tile, “Classified Seniority”

Notes:

- Employees hired on or before December 31, 2017, District Seniority is calculated based on hours worked and these employees were provided the opportunity to review these hours January through March of 2018. While these hours have been frozen, you can reach out to the Personnel Commission for clarification.
- Employees hired on or after January 1, 2018, District Seniority is determined by your date of hire.

Should you have questions or need any clarification, please contact the Personnel Commission at 562-435-5708. Thank you in advance for taking the time to review your District Seniority. We wish you all the best.