

PERSONNEL COMMISSION



Classified Staffing Reductions

IMPLEMENTATION OF LAYOFFS AND DISPLACEMENT

Classified Staff Reductions

The Personnel Commission is responsible for implementation of District staffing reductions which includes:

- Calculating seniority
- Determining placement of affected staff
- Notifying employees and sites of actions resulting from District staffing reductions
- Maintaining reemployment lists
- Providing Displacement Services to affected employees

Education Codes Governing the Classified Layoff Process

45298

Reemployment Preference of Persons Laid Off

45308

Layoff and Reemployment Of Classified Employees

45117

Notification of Layoff

Calculating Seniority

Seniority for each employee in a classification is determined by Commission Staff

Seniority calculations

- Prior to December 30, 2017 – Hours worked in the classification and permanently recorded
- After January 1, 2018 – Date of hire in the classification
- Employees who promoted or transferred to a related classification after January 1 shall receive a date of hire in the new classification

Calculating Seniority (continued)

Seniority: Time worked in current class plus any higher classes

Example: An employee worked in three classifications:

1. Staff Secretary – Salary Range 19
2. Intermediate Office Assistant (IOA) – Salary Range 15
3. Office Assistant – Salary Range 10

If the employee is laid off from Staff Secretary, only the total IOA and Staff Secretary time is considered to displace (“bump”) others in the IOA classification.

Placement Order in Current Classification

1. Vacancy in class at **same** Full Time Equivalent (FTE)/Calendar as current position
2. Vacancy in class of **greater** FTE/Calendar as current position
3. Displace least senior employee in class with **equal** FTE/Calendar
4. Displace least senior employee in class with **larger** FTE/Calendar
5. Displace least senior employee in class that is **less than, but closest to** FTE/Calendar

Placement Order in Former Classification

1. Vacancy at **same** Full Time Equivalent (FTE)/Calendar as current position
2. Vacancy of **greater** FTE/Calendar as current position
3. Displace least senior employee in class with **equal** FTE/Calendar as current position
4. Displace least senior employee in class with **larger** FTE/Calendar as current position
5. Displace least senior employee in class that is **less than, but closest to current** FTE/Calendar

Placement of Staff When Position Is Eliminated

If there is one person assigned to the class at the site where the position is eliminated, that person will be displaced (“bumped”).

If there are two or more people assigned to the class at the site where the position is eliminated, the manager will ask for volunteers for transfer:

1. If two or more people volunteer for transfer, the employee with the most District seniority in the class at the site will be transferred.
2. If there are no volunteers for transfer, the employee with the least District seniority in the class at the site will be displaced.

Notifying Employees and Sites

- California Education Code requires a minimum **60 calendar day** written notice in time of layoff.
- Personnel Commission staff verbally notifies each employee of the action and informs them of their options, if any.
- Based on their decision, Personnel Commission staff creates the written notification to the employee.
- CSEA, the District and appropriate site managers are given copies of the letters.

Reemployment Lists (REL)

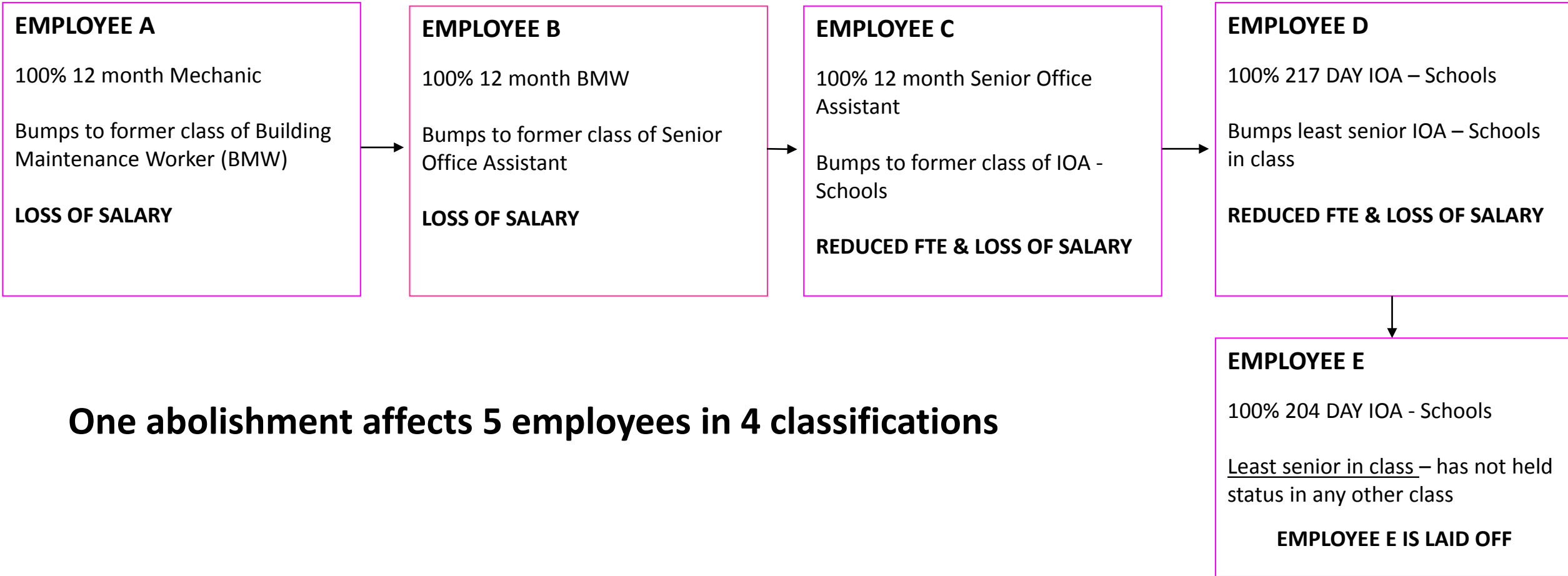
1. Approved Vacancy Assignment (VA) received
2. Check first for existing Reemployment List to fill vacancy
3. Offer vacancy to the most senior employee on Reemployment List that qualifies based on hours and/or calendar assigned
4. If declined, offer to next most senior until Reemployment List is exhausted
5. If the Reemployment List is exhausted and the position not filled, certify from a regular list including any applicable transfers

Reemployment Lists

WAIVER OF OFFER OF APPOINTMENT

A person on a reemployment list may decline **two** offers of permanent appointments without affecting their status on the list, provided an acceptable written explanation is submitted for declining the appointments. A third refusal results in removing the candidate's name from the list.

What Does a Layoff Look Like?



One abolishment affects 5 employees in 4 classifications

Displacement Services

The Personnel Commission provides displacement services to Long Beach Unified School District employees.

Affected Employees are Provided Information Regarding:

- One-on-One Career Counseling with Commission Staff
- Special Administration Testing for Other Classifications
- Test Taking Preparation Assistance
- Interviewing Techniques Assistance
- Resume Writing Services
- External Job Placement Assistance
- Information Regarding Post-Employment Benefits

Contact Information

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Personnel Commission

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