

SAN DIEGO UNIFIED SCHOOL DISTRICT

**Date:** February 25, 2008

**To:** Principals, Division and Department Heads, Child Development Center Administrators, Governance Team Chairpersons, and School Site Council Chairpersons

**Subject:** CLASSIFIED POSITION REDUCTIONS/ELIMINATIONS  
2007/2008 FISCAL YEAR END

**Department and/or Persons Concerned:** Addressees

**Due Date:** March 10, 2008

**Reference:** Appropriate Collective Negotiations Contract or Employment Regulations for the Classified Service of the San Diego Unified School District

**Action Requested:** Complete and return Classified Staff Reduction Online Form

**Brief Explanation:**

Once budget workbooks have been received, recommendations for classified staffing adjustments should be determined and returned to the Human Resource Services Division (HRSD) **by March 10, 2008. CLASSIFIED POSITIONS MAY BE REDUCED OR ELIMINATED ONLY FOR LACK OF FUNDS. These are difficult decisions, and we ask that you consider how each reduction or elimination affects not only the individual employee and site, but the system at large. Detailed information that will be reviewed by district leadership must be provided for each position elimination or reduction.**

Again this year sites/departments will be using the electronic Layoff and Bumping system in PeopleSoft to submit their reductions/eliminations to HRSD. The online submission period for reductions/eliminations is **FEBRUARY 25 THROUGH MARCH 10, 2008.** Each layoff period is given a period name. **THE PERIOD NAME FOR THIS LAYOFF IS 20080701; YOU WILL NEED THIS NAME TO SUBMIT YOUR REDUCTIONS/ELIMINATIONS INTO PEOPLESOFT.** The following support is available for using the Layoff and Bumping electronic system:

- **Handbook for Site Administrators/Department Heads** is available at <http://www.sandi.net/peoplesoft/readandlearn/handbooks/index.asp>.
- **DWA Open Lab** for individual, in-person assistance on the PeopleSoft Layoff and Bumping system will be held in **Room B3 at Fremont Elementary Campus**, 2375 Congress Street in Old Town on the following dates and times. Assistance is on a first-come, first served basis. To ensure adequate staff is on hand to assist you, please register at <http://www.sandi.net/peoplesoft/training/index.asp>. Attendees can bring necessary materials to complete actual work at the session. For directions and a parking permit, please visit [http://www.sandi.net/peoplesoft/training/open\\_lab/practice.asp](http://www.sandi.net/peoplesoft/training/open_lab/practice.asp).

Day	Date	Time
Friday	February 29	8:30 a.m. – 11:30 a.m.
Tuesday	March 4	8:30 a.m. – 11:30 a.m.
Friday	March 7	1:00 p.m. – 4:00 p.m.
Monday	March 10	1:00 p.m. – 4:00 p.m.

- **Phone support regarding submission of the reductions/eliminations form during the submission period (February 25-March 10)** is available by calling HRSD at 619-725-8086 or 619-725-8007, between the hours of 8:00 a.m. and 5:00 p.m.

Recommendations for elimination and/or reduction of filled or vacant classified positions effective July 1, 2008, must be submitted using the Layoff/Bumping electronic system in PeopleSoft by **March 10, 2008**. This is required to prepare an April 2008 board resolution for proposed changes in classified staffing. **If there are no changes at your site/department in classified staffing for the 2007/2008 fiscal year, please check the "No Reductions or Eliminations this Period"** checkbox in the Bumping and Layoff system. If vacancies are to be reduced or eliminated, please submit a "Request to Fill Vacant Position" Personnel Action Request (PAR) for each vacancy to be reduced or eliminated. Site administrators and department heads may edit their submissions to HRSD through March 10, 2008. After March 10, 2008, site administrators/department heads will have view-only access to their submissions. **ALL DEPARTMENTS/SITES MUST SUBMIT THEIR ELECTRONIC FORM BY MARCH 10, 2008. THERE WILL BE NO EXCEPTIONS MADE FOR SUBMISSION AFTER THAT DATE.**

The layoff procedure (elimination or reduction in work hours/work year) is subject to many time constraints. If a request is not received by the deadline of March 10, 2008, it will not be submitted in the April 2008 board resolution. If a position is not reduced or eliminated by board action in April, the position must be staffed until the next layoff resolution is taken to the board (most likely during the 2008-2009 school year).

In order to affect the least number of employees, it may be necessary to place a hold on the filling of some vacant positions. When a department submits a PAR to fill a vacant position, HRSD will determine if this position will be needed to place a classified employee whose position may be reduced or eliminated. If this vacant position is needed for bumping, the department will be contacted by HRSD.

The following summary of the layoff/elimination process may be of assistance in understanding and communicating the process and timelines involved.

TARGET DATE	ACTIONS REQUIRED
March 10, 2008	Deadline for submission of all proposed reductions or elimination of positions to be effective July 1, 2008.
March 10-March 31	HRSD researches seniority standing and bumping rights, if any, of all affected employees and prepares board resolution.
March 31, 2008	HRSD deadline for submission of agenda items for April 22, 2008, Board of Education meeting.
April 22, 2008	Board of Education adopts resolution reducing or eliminating classified positions.

**TARGET DATE**

**ACTIONS REQUIRED**

April 23-25, 2008	Certified options notices mailed to affected employees.
April 30, 2008 (2:00-4:00 pm)	Information meeting for all affected employees (Eugene Brucker Education Center Auditorium)
May 6, 2008 (8:00-10:00 a.m.)	Information meeting for all affected employees (Eugene Brucker Education Center Auditorium)
May 7, 2008 (8:30-10:30 am)	Information meeting for all affected employees (Eugene Brucker Education Center Auditorium)
May 9, 2008	Options notices due back to HRSD from affected employees.
May 27, 2008	Assignment letters sent to affected employees with copy to supervisors.
June 6, 2008	Assignment letters due back to HRSD from affected employees.
June 30, 2008	Last day in employees' former positions.
July 1, 2008	Effective date of reduction or elimination of classified positions.
July 1, 2008	Employees' first day in new position (if not laid off).

For questions or concerns regarding the layoff of classified personnel, please call the Layoff Information Hotline at 619-725-8101.

Sam Wong  
Chief Human Resources Officer

APPROVED:



Jodi Smith  
Chief of Staff

SW:ml

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