

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** January 23, 2009

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

**Subject:** CLASSIFIED POSITION REDUCTIONS/ELIMINATIONS

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

**Due Date:** February 27, 2009

**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 February 27, 2009. 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 2 THROUGH FEBRUARY 27, 2009**. Each layoff period is given a period name. **THE PERIOD NAME FOR THIS LAYOFF IS 20090701; 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    | 2/6/09  | 12:00 p.m. – 2:00 p.m. |
| Friday    | 2/13/09 | 12:00 p.m. – 2:00 p.m. |
| Wednesday | 2/18/09 | 8:00 a.m. – 11:00 a.m. |
| Wednesday | 2/25/09 | 8:00 a.m. – 11:00 a.m. |

- **Phone support regarding submission of the reductions/eliminations form during the submission period (February 2-February 27)** 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, 2009**, must be submitted using the Layoff/Bumping electronic system in PeopleSoft **by February 27, 2009**. This is required to prepare an **April 2009** board resolution for proposed changes in classified staffing. **If there are no changes at your site/department in classified staffing for the 2009/2010 school 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 **February 27, 2009**. After **February 27, 2009**, site administrators/department heads will have view-only access to their submissions. **ALL DEPARTMENTS/SITES MUST SUBMIT THEIR ELECTRONIC FORM BY FEBRUARY 27, 2009. 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 February 27, 2009, it will not be submitted in the April 2009 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 2009-2010 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  |
|-------------------|---|
| February 27, 2009 | Deadline for submission of all proposed reductions or elimination of positions to be effective July 1, 2009.            |
| March 1-March 31  | HRSD researches seniority standing and bumping rights, if any, of all affected employees and prepares board resolution. |
| March 23, 2009    | HRSD deadline for submission of agenda items for April 14, 2009, Board of Education meeting.                            |
| April 14, 2009    | Board of Education adopts resolution reducing or eliminating classified positions.                                      |

| <b>TARGET DATE</b>                    | <b>ACTIONS REQUIRED</b>   |
|---------------------------------------|---|
| April 15-16, 2009                     | Certified options notices mailed to affected employees.                                     |
| April 23, 2009 (2:00 p.m.-4:00 p.m.)  | Information meeting for all affected employees (Eugene Brucker Education Center Auditorium) |
| April 24, 2009 (8:00 a.m.-10:00 a.m.) | Information meeting for all affected employees (Eugene Brucker Education Center Auditorium) |
| April 29, 2009 (8:30 a.m.-10:30 a.m.) | Information meeting for all affected employees (Eugene Brucker Education Center Auditorium) |
| April 30, 2009 (3:00 p.m.-5:00 p.m.)  | Information meeting for all affected employees (Eugene Brucker Education Center Auditorium) |
| May 4, 2009                           | Options notices due back to HRSD from affected employees.                                   |
| May 22, 2009                          | Assignment letters sent to affected employees with copy to supervisors.                     |
| June 9, 2009                          | Assignment letters due back to HRSD from affected employees.                                |
| June 30, 2009                         | Last day in employees' former positions.  |
| July 1, 2009                          | Effective date of reduction or elimination of classified positions.                         |
| July 1, 2009                          | 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.

Donis Armenta  
Director, Classified Personnel

APPROVED:



Sam Wong  
Chief Human Resources Officer

SW:ml

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