

**ADMINISTRATIVE CIRCULAR NO. 58**

Office of the Superintendent

**SAN DIEGO CITY SCHOOLS**

**Date:** January 19, 2006

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

**Subject:** CLASSIFIED POSITION REDUCTIONS  
2005/2006 FISCAL YEAR

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

**Due Date:** March 1, 2006

**Reference:** Appropriate Collective Negotiations Contract

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

**Brief Explanation:**

Classified staffing adjustments must be determined and returned to the Human Resource Services Division (HRSD) by March 1, 2006.

Classified positions may be reduced or eliminated only for lack of funds. Detailed information that will be reviewed by district leadership must be provided for each position elimination or reduction.

Recommendations for elimination and/or reduction of classified positions effective July 1, 2006, must be submitted on the attached form to the HRSD by March 1, 2006. This form is required to prepare an April 2006 board resolution for changes in classified staffing. **If there are no changes in classified staffing for 2005/2006, please check the "No changes" line. All departments/sites must return the attached form by March 1, 2006. There will be no exceptions made.**

The layoff procedure (elimination or reduction in work hours) is subject to many time constraints. If a request is not received by the deadline of March 1, 2006, it will not be submitted in the April 2006 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.

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 Personnel Action Request 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 procedure may be of assistance in understanding and communicating the process and timelines involved.

TARGET DATE

ACTIONS REQUIRED

March 1, 2006	Deadline for submission of all proposed reductions or elimination of positions to be effective July 1, 2006.
March 2-March 31	HRSD researches seniority standing and bumping rights, if any, of all affected employees and prepares board resolution.
April 6, 2006	HRSD deadline for submission of agenda items for April 25, 2006, Board of Education meeting.
April 25, 2006	Board of Education adopts resolution reducing or eliminating classified positions.
April 26, 2006	Certified options notices mailed to affected employees.
May 12, 2006	Options notices due back to HRSD from affected employees.
May 19, 2006	Assignment letters sent to affected employees with copy to supervisors.
May 31, 2006	Assignment letters due back to HRSD from affected employees.
June 30, 2006	Last day in employees' former positions.
July 1, 2006	Effective date of reduction or elimination of classified positions.

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

Ruth G. Peshkoff  
Chief Human Resources Officer

APPROVED:



Carl A. Cohn  
Superintendent of Schools

RGP:ml

Attachments

Distribution: Lists A and C

SAN DIEGO CITY SCHOOLS

Office of the Superintendent

**CLASSIFIED STAFF REDUCTIONS - 2005/2006 FISCAL YEAR**

**Please Return This Form to Merila Lett, Annex 9, Eugene Brucker Education Center or Fax to 619-293-0417, No Later Than March 1, 2006.**

School/Department \_\_\_\_\_ Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

Position Number	Exact Title of Position <b>Reduced</b>	Name of Incumbent	EmplID	Current Hours/Day Months/Year	Proposed Hours/Days/Months <b>Effective 7/1/06</b>

Position Number	Exact Title of Position <b>Eliminated</b> <b>Effective 7/1/06</b>	Name of Incumbent	EmplID	Current Hours/Day	Current Months/Year

**Recommendations for elimination or reduction for lack of funds of classified position must include a detailed explanation for each position being proposed for elimination or reduction. Please attach an additional sheet if necessary.**

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\_\_\_\_\_  
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\_\_\_ *No changes (check, if appropriate)*

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date