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Enactment Date	5-5-10



OAKLAND UNIFIED  
SCHOOL DISTRICT

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# Memo

**To** Board of Education

**From** Anthony Smith, Ph.D., Superintendent

**Board Meeting Date** May 5, 2010

**Subject** Adjustment (Layoff/Additions/Net) of Authorized Classified Positions for Fiscal Year 2010-2011

**Action Requested** Approval by the Board of Education of Resolution NO. 0910-0038 which provides for the reduction or layoff of certain classified positions, and increase or creation of authorized classified positions.

**Background** The Education Code requires Board action in order to implement a reduction or elimination of classified positions on the basis of lack of work or lack of funds. Based on severe budget decreases, through the Results Based Budgeting (RBB) process, sites and departments indicated a need to reduce certain authorized classified positions.

**Discussion** For Fiscal Year 2010-2011, the District will continue to face the challenge of keeping expenditures in line with decreasing revenues. Based on the projected staffing needs through Results Based Budgeting (RBB) of sites and departments commensurate with projected revenue for Fiscal Year 2010-2011, it is necessary to reduce and/or eliminate certain classified positions due to lack of funds or lack of work. On the other hand, RBB also reflected the site or department's determination that certain other classified areas should be increased. This resolution contains the decreases, increases, and overall net effect for authorized classified positions affected for the 2010-2011 fiscal year.

Although employees affected by the reduction or elimination of positions will receive lay-off notices, some may retain District employment by being reassigned to other positions and/or classifications as provided through terms and conditions of applicable collective bargaining agreements. In addition, other positions may be created to meet student needs and affected employees may be reassigned into newly-created positions, if eligible.

District staff will meet with representatives of the appropriate collective bargaining units to discuss the impact of the lay-offs and to identify and create a plan of action to utilize available resources for the affected employees.



The total effect of the resolution is to reduce the overall number of authorized classified positions by 206.02 FTE.

**Fiscal Impact**

For the 2010-2011 fiscal year, there will be savings of salary and benefits for positions no longer funded.

**Recommendation**

Approval by the Board of Education of the Resolution No. 0910-0038 for Adjustment (Layoff/ Additions/ Net) of authorized Classified Positions based on lack of funds and/or lack of work as reflected through the RBB process.

**Attachments**

Resolution 0910-0038  
Exhibit "A"  
California Education Codes

**Legislative File**

File ID No.: 10-0496

Introduction Date: 4-22-10

Enactment No.: 10-0681

Enactment Date: 5-5-10

By: BJ

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT**

**Resolution No. 0910-0038**

**Adjustment (Layoffs/Adds/Total) of Authorized Classified Positions for Fiscal Year 2010-2011, As Amended**

**WHEREAS**, the District, impacted by the continuing loss of revenue from the State of California due to the world-wide economic downturn of the last two years and by declining District pupil enrollment, among other factors, must reduce its expenses by approximately \$85 million dollars or more in Fiscal Year 2010-2011; and

**WHEREAS**, the primary mission of the District is to educate its early childhood, K-12 pupils with the annual resources, revenues at its disposal; and

**WHEREAS**, for Fiscal Year 2010-2011, based on anticipated decreased revenue from all sources, it is necessary for the District to streamline, reorganize, reduce and/or eliminate positions, in whole or in part, of the existing educational delivery system with a sharpened focus of "students first"; and

**WHEREAS**, the District is committed to Results Based Budgeting (RBB); and

**WHEREAS**, the Board of Education, for the foregoing reasons, having on or before March 15, 2010 initiated steps adjusting certificated positions for Fiscal Year 2010-2011, must now do similarly for classified positions; and

**WHEREAS**, Education Code Sections 45101, 45114, 45117, 45298 and 45308 require action by the Board of Education if services for classified staff are in good faith to be reduced or eliminated in order to permit the layoff of classified employees due to lack of funds and/ or lack of work,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby determines that the following particular kinds of classified services or positions, labeled in the column "Deletes" in Exhibit "A", attached and incorporated herein by reference as though fully set forth, shall be and hereby are eliminated due to lack of funds and/or lack of work effective 11:59 p.m., June 30, 2010; and

**BE IT FURTHER RESOLVED** that the Board of Education authorizes the Superintendent of Schools or his designee to: (1) send appropriate notices to all classified employees whose positions are lost, reduced, or otherwise impacted by the foregoing elimination of positions; and (2) to take all proper steps pursuant to Education Code Sections 45117 and 45308 to reduce and/or eliminate said positions; and

**BE IT FURTHER RESOLVED**, in furtherance of the reduction of Fiscal Year 2010-2011 expenditures and in light of the foregoing "Deletes" of classified positions, that the Board of Education hereby further determines, based on RBB, and for organizational efficiency, that the following particular kinds of classified services or positions, labeled in the column "Adds" in Exhibit "A", attached and incorporated

herein by reference as though fully set forth, shall be and hereby are increased and/or created effective 12:01 a.m., July 1, 2010; and

**BE IT FURTHER RESOLVED**, in executing the foregoing Resolve clauses of this Resolution, the Board of Education intends that the position results labeled in the column "Total" in Exhibit "A", attached and incorporated herein by reference as though fully set forth, be achieved.

Passed by the following vote:

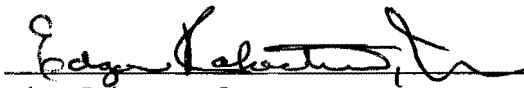
AYES: Jody London, David Kakishiba, Jumoke Hodge, Noel Gallo, Alice Spearman  
Vice President Christopher Dobbins, President Gary Yee

NAYS: None

ABSTAINED: None

ABSENT: None

I hereby certify that the foregoing is a full, true and correct copy of a Resolution adopted at a Special Meeting of the Board of Education of the Oakland Unified School District held May 5, 2010.



Edgar Rakestraw, Jr.  
Secretary, Board of Education  
Oakland Unified School District

Attachments: Exhibit "A"

Education Code Sections 45101; 45114; 45117; 45298; 45308

**Resolution No. 0910-0038**

**Exhibit "A"**

Union	Position	Months	DELETE	ADD	NET TOTAL
AFSCME	CUSTODIAN	12	(13.00)		(13.00)
AFSCME	CUSTODIAN CDC	12	(1.00)		(1.00)
AFSCME	FOOD SERVICE ASSISTANT I	10	(17.98)	8.63	(9.35)
AFSCME	FOOD SERVICE ASSISTANT III	10	(3.01)	2.47	(0.54)
			<b>(34.99)</b>	<b>11.10</b>	<b>(23.89)</b>
BCTC	CARPENTER	12	(2.00)		(2.00)
BCTC	ELECTRICIAN	12	(1.00)		(1.00)
BCTC	GARDENER	12	(2.00)		(2.00)
BCTC	LOCKSMITH	12	(1.00)		(1.00)
BCTC	PAINTER	12	(2.00)		(2.00)
BCTC	PLUMBER	12	(1.00)		(1.00)
BCTC	ROOFER	12	(2.00)		(2.00)
BCTC	SHEETMETAL WORKER	12	(1.00)		(1.00)
BCTC	STEAMFITTER	12	(2.00)		(2.00)
			<b>(14.00)</b>	<b>-</b>	<b>(14.00)</b>
CSEA	SCHOOL POLICE OFFICER II	12		2.00	2.00
			<b>-</b>	<b>2.00</b>	<b>2.00</b>
NON-REP	CLERK TYPIST III	12		1.00	1.00
NON-REP	COORDINATOR HR SYSTEMS	12	(1.00)		(1.00)
NON-REP	DIRCTR SPEC ASG	12	(1.00)	0.50	(0.50)
NON-REP	EXEC OFFICR STRATEGIC PROJECTS	12	(1.00)		(1.00)
NON-REP	RECEPTIONIST HR	12		1.00	1.00
NON-REP	SECRETARY SUPERINTENDENT	12	(1.00)		(1.00)
NON-REP	SERVICE TEAM ASSISTANT I -HR	12	(3.00)		(3.00)
NON-REP	SITE TEAM GENERALIST-HR	12	(1.00)		(1.00)
NON-REP	STAFF ATTORNEY	12	(1.00)		(1.00)
NON-REP	TYPIST CLERK CONFIDENTIAL	12		1.00	1.00
			<b>(9.00)</b>	<b>3.50</b>	<b>(5.50)</b>
OCDPA	IA CDC	12	(25.10)		(25.10)
			<b>(25.10)</b>	<b>-</b>	<b>(25.10)</b>
SEIU	ADMINISTRATIVE ASSISTANT I	10	(2.00)	6.77	4.77
SEIU	ADMINISTRATIVE ASSISTANT I	12	(13.00)		(13.00)
SEIU	ADMINISTRATIVE ASSISTANT II	10		3.00	3.00
SEIU	ADMINISTRATIVE ASSISTANT II	12	(4.80)	1.00	(3.80)
SEIU	ADMINISTRATIVE ASSISTANT II BIL SP	12		1.00	1.00
SEIU	ATTENDANCE CLERK	10	(10.27)	5.04	(5.23)
SEIU	ATTENDANCE CLERK ASSISTANT	10	(2.40)	4.30	1.90
SEIU	BUYER	12	(2.00)		(2.00)
SEIU	CASE MANAGER	12	(3.00)		(3.00)
SEIU	CASE MANAGER	10	(1.00)		(1.00)
SEIU	CLERK	10	(1.60)		(1.60)
SEIU	CLERK BILINGUAL SPANISH	10	(3.50)	1.00	(2.50)
SEIU	CLERK ELEMENTARY SMALL	10	(5.00)	0.80	(4.20)
SEIU	CLERK TYP INTERM BILINGUAL	12	(1.00)		(1.00)
SEIU	CLERK TYPIST BILGUAL SPANISH	10		2.00	2.00
SEIU	CLERK TYPIST BLINGUAL SPANISH	12		1.00	1.00
SEIU	CLERK TYPIST ELEM BILINGUAL SPANISH	10		0.40	0.40
SEIU	CLERK TYPIST INTERMEDIATE	10	(1.50)	1.00	(0.50)
SEIU	CLERK TYPIST INTERMEDIATE	12	(1.00)		(1.00)
SEIU	CLERK TYPIST SR	12	(2.00)	1.00	(1.00)
SEIU	CLK TYP ASST EL BIL SPANISH	10	(1.00)		(1.00)
SEIU	COMMUNITY RELATIONS ASST I	10	(2.00)	0.50	(1.50)
SEIU	COMMNTY COORD/PROGRAM ASST	12	(1.00)		(1.00)
SEIU	COMMNTY COORD/PROGRAM ASST	10		0.80	0.80
SEIU	COMMUNITY ASSISTANT BILINGUAL SPAN	10	(0.80)	0.53	(0.27)
SEIU	COMMUNITY RELATIONS AST I BIL	10		1.00	1.00
SEIU	COMPUTER TECH I	12	(2.50)		(2.50)
SEIU	COMPUTER TECHNICIAN II	12	(1.00)		(1.00)
SEIU	DUPLICATING EQUIPMENT OPER	12	(2.00)		(2.00)

**Resolution No. 0910-0038**

**Exhibit "A"**

SEIU	ELEM SCHL TYPST CLRK BIL SPANISH	10		1.00	1.00
SEIU	ENDUSER SUPPORT SPECIALIST II	12	(1.00)		(1.00)
SEIU	HEALTH ASSISTANT	12	(1.00)		(1.00)
SEIU	IA BILINGUAL SPANISH	10	(5.60)		(5.60)
SEIU	IA K-12	10	(8.13)	3.19	(4.94)
SEIU	INFO SYSTEMS SPECIALIST IV	12	(1.00)		(1.00)
SEIU	INTERVENTION SPECIALIST	10	(7.30)	10.00	2.70
SEIU	LIASON FAMILY PARENT	12	(3.00)		(3.00)
SEIU	LIBRARY CLERK	10	(10.15)	3.95	(6.20)
SEIU	NETWORK ADMINISTRATOR II	12	(1.00)		(1.00)
SEIU	NOON SUPERVISOR	10	(7.44)	4.73	(2.71)
SEIU	OPERATIONS SUPPORT COACH	12	(6.00)	4.50	(1.50)
SEIU	OUTREACH CONSULTANT	10	(4.50)	2.05	(2.45)
SEIU	PE ATTENDANT	10	(3.00)	0.80	(2.20)
SEIU	PROGRAM ASSISTANT I	12	(2.00)	-	(2.00)
SEIU	SCHL IMPROVEMENT COACH-CLASSIF	12	(4.00)		(4.00)
SEIU	SCHOOL SECURITY OFFICER I	10	(33.40)		(33.40)
SEIU	SCHOOL SECURITY OFFICER II	10	(3.00)		(3.00)
SEIU	SCHOOL TREASURER	10	(2.20)	0.50	(1.70)
SEIU	SECRETARY	10	(3.00)		(3.00)
SEIU	SECRETARY ELEMENTARY SMALL	10	(1.00)		(1.00)
SEIU	SECRETARY HIGH	12	(5.00)	1.00	(4.00)
SEIU	SERVICE TEAM ASSISTANT-INST SR	12	(4.00)		(4.00)
SEIU	SERVICE TEAM ASST I WHITE CLR	12	(2.00)		(2.00)
SEIU	SERVICE TEAM ASST I, PAYROLL	12	(2.00)		(2.00)
SEIU	SPECIALIST-DIST PARENT ADVISRY	12	(3.00)		(3.00)
SEIU	SPECIALIST-TRANSITIONAL STUDENT FMLY	12		1.00	1.00
SEIU	STUDENT ATTENDANCE COMPLIANCE OFFICER	10	(1.00)		(1.00)
SEIU	TECH SUPPORT SPECIALIST I	12	(1.00)		(1.00)
SEIU	TECHNOLOGY BUSINESS ANALYST II	12	(1.00)		(1.00)
SEIU	TEXTBOOK CLERK	10	(2.25)	1.80	(0.45)
			<b>(193.34)</b>	<b>65.66</b>	<b>(127.68)</b>
TEAMSTERS	TRUCK DRIVER I	12	(1.00)	-	(1.00)
TEAMSTERS	WORKING FOREPERSON	12	(1.00)		(1.00)
			<b>(2.00)</b>	<b>-</b>	<b>(2.00)</b>
UAOS	COORD CMNTY ENG	12	(1.00)		(1.00)
UAOS	DIRCTOR EXPCT SUCCESS DEVLPMNT2300ADMIND	12		1.00	1.00
UAOS	MANAGER DATA GOVERNANCE	12	(1.00)	-	(1.00)
UAOS	OFFICE MANAGER	12	(2.00)		(2.00)
UAOS	OPERATIONS OFFICER	12	(1.00)		(1.00)
UAOS	PAYROLL ASSISTANT SUPERVISOR	12	(1.00)		(1.00)
UAOS	PERFORMANCE COACH	12	(2.60)		(2.60)
UAOS	PERFORMANCE MANAGEMENT MGR	12	(1.00)		(1.00)
UAOS	PROGRAM MANAGER GRANTS	12	(1.00)		(1.00)
UAOS	PROJECT MGR EXPECT SUCCESS	12	(1.00)		(1.00)
UAOS	SCHOOL SITE BUSINESS MANAGER	12	(1.00)		(1.00)
UAOS	SENIOR RESEARCHER	12	(1.00)		(1.00)
UAOS	SERGEANT POLICE	12		1.00	1.00
UAOS	SITE TECHNOLOGY MANAGER	12	(1.00)		(1.00)
UAOS	SPEC TRANSITIONAL STUDENT FMLY	12		1.00	1.00
UAOS	SPECIALIST, FAM/COM ENGAGEMENT			1.00	1.00
UAOS	SPECIALIST-CHARTER SCHOOL COMP	12		0.75	0.75
			<b>(14.60)</b>	<b>4.75</b>	<b>(9.85)</b>
			<b>(293.03)</b>	<b>87.01</b>	<b>(206.02)</b>

## **CALIFORNIA EDUCATION CODES – CLASSIFIED LAYOFFS**

**45101. Definitions as used in this chapter:**

(a) "Classification" means that each position in the classified service shall have a designated title, a regular minimum number of assigned hours per day, days per week, and months per year, a specific statement of the duties required to be performed by the employees in each such position, and the regular monthly salary ranges for each such position.

(b) "Permanent" as used in the phrase "permanent employee" includes tenure in the classification in which the employee passed the required probationary period, and includes all of the incidents of that classification.

(c) "Regular" as used in the phrase "regular classified employee" or any similar phrase, refers to a classified employee who has probationary or permanent status.

(d) "Demotion" means assignment to an inferior position or status, without the employee's written voluntary consent.

(e) "Disciplinary action" includes any action whereby an employee is deprived of any classification or any incident of any classification in which he has permanence, including dismissal, suspension, demotion, or any reassignment, without his voluntary consent, except a layoff for lack of work or lack of funds.

(f) "Reclassification" means the upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in such position.

(g) "Layoff for lack of funds or layoff for lack of work" includes any reduction in hours of employment or assignment to a class or grade lower than that in which the employee has permanence, voluntarily consented to by the employee, in order to avoid interruption of employment by layoff.

(h) "Cause" relating to disciplinary actions against classified employees means those grounds for discipline, or offenses, enumerated in the law or the written rules of a public school employer. No disciplinary action may be maintained for any "cause" other than as defined herein.

The provisions of this section shall not apply to school districts to which the provisions of Article 6 (commencing with Section 45240) of this chapter are applicable.

The provisions of this section shall not apply to any school district which, during the 1973-74 school year, had an average daily attendance of 100,000 or more.

**45114. Notwithstanding the provisions of Section 45113, the governing board may lay off and reemploy classified employees only in accordance with procedures provided by Sections 45298 and 45308, except the term "personnel commission" therein shall be construed to mean the governing board. "Governing board" as used in this section shall include districts governed by a common board or by different boards but with a common administration. Employees in common board or common administration districts shall, for the purpose of layoff for lack of work or funds, be considered as having been employed in a single district.**

**CALIFORNIA EDUCATION CODES – CLASSIFIED LAYOFFS – con't.**

**45117. (a) When, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of any school year, and classified employees will be subject to layoff for lack of funds, the employees to be laid off at the end of the school year shall be given written notice on or before April 29 informing them of their layoff effective at the end of the school year and of their displacement rights, if any, and reemployment rights. However, if the termination date of any specially funded program is other than June 30, the notice shall be given not less than 45 days prior to the effective date of their layoff.**

**(b) When, as a result of a bona fide reduction or elimination of the service being performed by any department, classified employees shall be subject to layoff for lack of work, affected employees shall be given notice of layoff not less than 45 days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights.**

**(c) (1) A classified employee may not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. This subdivision does not create a 45-day layoff notice requirement for any individual hired as a short-term employee, as defined in Section 45103, for a period not exceeding 45 days.**

**(2) This subdivision does not apply to the retention of a short-term employee, as defined in Section 45103, who is hired for a period not exceeding 45 days after which the short-term service may not be extended or renewed.**

**(d) This section does not preclude the governing board of a school district from implementing either of the following actions without providing the notice required by subdivision (a) or (b):**

**(1) A layoff for a lack of funds in the event of an actual and existing financial inability to pay the salaries of classified employees.**

**(2) A layoff for a lack of work resulting from causes not foreseeable or preventable by the governing board.**

**(e) This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240).**

**45298. Persons laid off because of lack of work or lack of funds are eligible to reemployment for a period of 39 months and shall be reemployed in preference to new applicants. In addition, such persons laid off have the right to participate in promotional examinations within the district during the period of 39 months.**

**Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff or to remain in their present positions rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months; provided, that the same tests of fitness under which they qualified for appointment to the class shall still apply. The personnel commission shall make the determination of the specific period eligibility for reemployment on a class-by-class basis.**



**CALIFORNIA EDUCATION CODES – CLASSIFIED LAYOFFS – con't.**

**Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the option of the employee, returned to a position in their former class or to positions with increased assigned time as vacancies become available, and without limitation of time, but if there is a valid reemployment list they shall be ranked on that list in accordance with their proper seniority.**

**45308. Classified employees shall be subject to layoff for lack of work or lack of funds. Whenever a classified employee is laid off, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first. Reemployment shall be in the reverse order of layoff.**

**For purposes of this section, in school districts with an average daily attendance below 400,000, for service commencing or continuing after July 1, 1971, "length of service" means all hours in paid status, whether during the school year, a holiday, recess, or during any period that a school is in session or closed, but does not include any hours compensated solely on an overtime basis as provided for in Section 45128. Nothing in this section shall preclude the governing board of a school district from entering into an agreement with the exclusive representative of the classified employees that defines "length of service" to mean the hire date. For purposes of this section, in school districts with an average daily attendance of 400,000 or more, for service commencing or continuing after January 1, 1986, "length of service" shall be determined by the date of hire.**

**If a governing board enters into an agreement with the exclusive representative of classified employees that defines "length of service" to mean the hire date, the governing board may define "length of service" to mean the hire date for a classification of employee not represented by any exclusive bargaining unit.**

**Nothing contained in this section shall preclude the granting of "length of service" credit for time spent on unpaid illness leave, unpaid maternity leave, unpaid family care leave, or unpaid industrial accident leave. In addition, for military leave of absence, "length of service" credit shall be granted pursuant to Section 45297. In the event an employee returns to work following any other unpaid leave of absence, no further seniority shall be accrued for the time not worked.**

**"Hours in paid status" shall not be interpreted to mean any service performed prior to entering into a probationary or permanent status in the classified service of the district except service in restricted positions as provided in this chapter.**