


OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Superintendent of Schools  
April 10, 2013

Legislative File	
File ID Number:	13-0606
Introduction Date:	4/10/13
Enactment Number:	13-0608
Enactment Date:	4/10/13
By:	

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent  
Vernon Hal, Deputy Superintendent, Business and Operations  
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support

SUBJECT: Layoffs/Additions/Net of Classified Positions for Fiscal Year 2013-2014

**ACTION:** Approval by the Board of Education of Resolution No. 1213-0098 which provides for the reduction or layoff of certain classified positions based on lack of work and/or lack of funds, and increase or creation of authorized classified positions based on the Strategic Plan, as reflected through the Budget Development process.

**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. Through the Budget Development Process, and based on budget decreases and/or reduction in sites/departments and modification of work to align to the Strategic Plan, sites and departments indicated a need to reduce certain authorized classified positions.

**DISCUSSION:** For Fiscal Year 2013-2014, the District will continue to face the challenge of keeping expenditures in line with uncertain revenues while ensuring that staffing expenditures are aligned with the District's Strategic Plan and identified priorities. Based on the projected staffing needs through the Budget Development process of sites and departments commensurate with projected revenue for Fiscal Year 2013-2014, it is necessary to reduce and/or eliminate certain classified positions due to lack of funds or lack of work. On the other hand, Budget Development also reflected school sites' and departments' 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 2013-2014 fiscal year.

Although employees affected by the reduction or elimination of positions will receive layoff notices, some may retain District employment by being reassigned as permitted by the Education Code. 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 layoffs 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 91.23 FTE.

**FISCAL IMPACT:** For the 2013-2014 fiscal year, there will be savings of salary and benefits for positions no longer funded.

**RECOMMENDATION:** Approval by the Board of Education of Resolution No. 1213-0098 which provides for the reduction or layoff of certain classified positions, and increase or creation of authorized classified positions based on lack of funds and/or lack of work as reflected through the Budget Development process.

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Superintendent of Schools  
April 10, 2013

Legislative File	
File ID Number:	13-0606
Introduction Date:	4/10/13
Enactment Number:	13-0608
Enactment Date:	4/10/13
By:	

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1213-0098**

**Layoffs/Additions/Net of Classified Positions for Fiscal Year 2013-2014**

---

**WHEREAS**, the District, impacted by the anticipated loss of revenue from the federal government and facing increased costs, must reduce its expenses in Fiscal Year 2013-2014 and ensure that expenditures are aligned with the District's Strategic Plan and budget priorities; 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 2013-2014, based on anticipated decreased revenue and shifts in work to increase efficiencies, it is necessary for the District to streamline, reorganize, reduce and/or eliminate positions, in whole or in part; 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, and

**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, 2013; 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 2013-2014 expenditures and in light of the foregoing "Deletes" of classified positions, that the Board of Education hereby further determines, based on budget development, 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, may be increased and/or created effective 12:01 a.m., July 1, 2013; 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: James Harris, Roseann Torres, Gary Yee, Christopher Dobbins, Jody London,  
Vice President Jumoke Hinton Hodge, President David Kakishiba

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 Regular Meeting of the Board of Education of the Oakland Unified School District held April 10, 2013.

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

Attachments: Exhibit "A"  
Education Code Sections 45101; 45114; 45117; 45298; 45308

Legislative File	
File ID Number:	13-0606
Introduction Date:	4/10/13
Enactment Number:	13-0608
Enactment Date:	4/10/13
By:	



Resolution No. 1213-0098

Exhibit A

**CENTRAL OFFICES**

<b>AFSCME</b>				
<b>Position</b>	<b>Mnth</b>	<b>Delete</b>	<b>Add</b>	<b>Net</b>
Custodian	12	(1.00)	0.25	(0.75)
Custodian CDC	12	(1.00)	0.50	(0.50)
Food Service Assistant I	10	(2.80)	3.34	0.54
Food Service Assistant III	10	(0.60)	1.40	0.80
Food Service Manager II	10		2.00	2.00
Head Custodian I	12	(3.00)		(3.00)
<b>Total</b>		<b>(8.40)</b>	<b>7.49</b>	<b>(0.91)</b>

<b>CONFID</b>				
<b>Position</b>	<b>Mnth</b>	<b>Delete</b>	<b>Add</b>	<b>Net</b>
Administrative Assistant HR	12		3.00	3.00
Coordinator HR Systems	12	(1.00)		(1.00)
Coordinator Labor	12		1.00	1.00
Credentials Classification and Compensation Supervisor	12	(2.00)		(2.00)
Employee Performance Specialist	12	(1.00)		(1.00)
Executive Director, QCSD	12	(1.00)		(1.00)
Executive Leader Transitioning SN	12	(1.00)		(1.00)
Executive Office Assistant - Office of the CFO	12		1.00	1.00
Executive Office Assistant HR	12	(1.00)		(1.00)
Labor Negotiator / Strategist	12	(1.00)		(1.00)
Office Manager II Confidential	12	(3.00)		(3.00)
Receptionist HR	12	(2.00)		(2.00)
Service Team Assistant HR	12	(8.00)		(8.00)
Site Team Generalist HR	12	(5.00)		(5.00)
Strategic Fellow Senior	12	(1.00)		(1.00)
Talent Recruiter	12		1.00	1.00
<b>Total</b>		<b>(27.00)</b>	<b>6.00</b>	<b>(21.00)</b>

<b>SEIU</b>				
<b>Position</b>	<b>Mnth</b>	<b>Delete</b>	<b>Add</b>	<b>Net</b>
Administrative Assistant I	10	(1.00)		(1.00)
Administrative Assistant I	12	(1.50)	0.60	(0.90)
Administrative Assistant II	10	(1.00)		(1.00)
Administrative Assistant II	12	(7.00)		(7.00)
Administrative Assistant II Bilingual	12	(1.00)		(1.00)
Administrative Assistant III	12		4.00	4.00
Clerk Typist	12	(1.00)		(1.00)
Clerk Typist Senior	12	(3.00)		(3.00)
Computer Technician I	12	(0.10)		(0.10)
Data Analyst II	12	(1.00)	0.60	(0.40)
Graphic Illustrator	12	(1.00)		(1.00)
IA K-12	10	(1.70)		(1.70)
Program Specialist Health Education	12	(1.00)	0.25	(0.75)
School Security Officer I	10		1.00	1.00
Service Team Assistant II	12	(1.00)		(1.00)
Specialist, Transitional Students and Families	12	(3.00)		(3.00)
Technical Skills Assistant	12		3.00	3.00
<b>Total</b>		<b>(23.30)</b>	<b>9.45</b>	<b>(13.85)</b>

Resolution No. 1213-0098

Exhibit A

UAOS				
Position	Mnth	Delete	Add	Net
Capital Projects Contract Accounting Manager	12	(1.00)		(1.00)
Contracts Administrator	12	(1.00)		(1.00)
Coordinator, Community Schools	12	(3.00)		(3.00)
Coordinator, Compliance	12		1.00	1.00
Coordinator, School Portfolio Management	12	(1.00)		(1.00)
Coordinator, State and Local Assessment	12	(1.00)		(1.00)
Data And Accountability Manager	12	(1.00)		(1.00)
Director Health and Wellness	12	(1.00)		(1.00)
Financial Accountant II	12		1.00	1.00
Financial Services Manager	12	(1.00)		(1.00)
Intermediary School Services	12	(1.00)		(1.00)
Manager Operations Support	12	(1.00)		(1.00)
Office Manager	12	(2.00)		(2.00)
Accounting Manager	12		1.00	1.00
Program Manager After School	12	(1.25)		(1.25)
Program Manager Classified	12	(1.60)		(1.60)
Program Manager Community Schools	12	(6.00)		(6.00)
Program Manager Coordinated School Health	12	(1.00)		(1.00)
Program Manager Regional Mental Health	12	(3.00)	1.57	(1.43)
Program Manager Restorative Justice	12	(1.00)	0.95	(0.05)
Program Manager Textbook Services	12	(1.00)		(1.00)
Program Manager Compliance	12		1.00	1.00
Specialist Charter School Compliance	12	(1.75)		(1.75)
Statistician	12	(1.00)		(1.00)
<b>Total</b>		<b>(31.60)</b>	<b>6.52</b>	<b>(25.08)</b>

WAREHSE				
Position	Mnth	Delete	Add	Net
Stock Clerk	12	(3.00)		(3.00)
Project Manager SOS CP	12	(1.00)		(1.00)
<b>Total</b>		<b>(4.00)</b>		<b>(4.00)</b>

**Central Office Total (94.30) 29.46 (64.84)**

SCHOOL SITES

SEIU				
Position	Mnth	Delete	Add	Net
Administrative Assistant I	10	(4.00)		(4.00)
Administrative Assistant I	12	(1.00)	1.00	0.00
Administrative Assistant I Bilingual	10		3.00	3.00
Attendance Clerk	10	(2.00)		(2.00)
Attendance Clerk Assistant	10	(2.60)	3.00	0.40
Case Manager	10	(2.20)		(2.20)
Clerk	10	(0.30)		(0.30)
Clerk Bilingual	10	(2.00)		(2.00)
Clerk Typist	10	(2.00)		(2.00)
Clerk Typist Bilingual	10	(1.00)	0.60	(0.40)



Resolution No. 1213-0098

Exhibit A

**SCHOOL SITES (continued)**

<b>SEIU (continued)</b>				
<b>Position</b>	<b>Mnth</b>	<b>Delete</b>	<b>Add</b>	<b>Net</b>
Clerk Typist Interm Bilingual	10	(1.00)		(1.00)
Clerk Typist Intermediate	10	(1.00)		(1.00)
Community Assistant Bilingual	10	(1.00)	1.40	0.40
Community Relations Assistant I	10		0.50	0.50
Community Relations Assistant I Bilingual	10	(0.20)	1.30	1.10
Community Relations Assistant II Bilingual	10		2.00	2.00
Community Service Worker I	10	(1.00)		(1.00)
Computer Technician I	12	(0.90)		(0.90)
Data Analyst II	12	(1.00)		(1.00)
IA Bilingual	10	(2.80)	0.90	(1.90)
IA K-12	10	(4.84)	1.40	(3.44)
Intervention Specialist	10	(2.80)	0.80	(2.00)
Library Clerk	10	(4.20)	1.40	(2.80)
Library Clerk Senior	10	(4.48)	4.10	(0.38)
Lifeguard	10	(1.00)		(1.00)
Noon Supervisor	10	(2.10)	1.13	(0.97)
Outreach Consultant	10	(3.00)	0.50	(2.50)
Secretary Elementary Small	10	(1.00)	2.00	1.00
Secretary Middle	10	(1.00)		(1.00)
Textbook Clerk	10	(1.50)	0.50	(1.00)
<b>School Sites Total</b>		<b>(51.92)</b>	<b>25.53</b>	<b>(26.39)</b>

**Central Office and School Sites Total (146.22) 54.99 (91.23)**

## **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.**