

PERSONNEL REDUCTION (LAY-OFF/REHIRE)

A. Purpose and Scope

To Provide guidance and direction for District personnel regarding layoff/rehire of management, supervisory and confidential personnel.

B. General

When the District needs to reduce the kind and/or number of management staff, layoff proceedings shall be initiated at the recommendation of the Superintendent or designee and after consultation with legal counsel.

C. Forms Used and Additional References

None

D. Procedure

Certificated Management

When the District needs to reduce the number and/or kind of certificated management staff and also needs to reduce the overall number of certificated employees, the District shall proceed pursuant to the requirements of Education Code 44955. By March 15, affected employees shall be notified of the Board's action by registered mail or in person.

When the District needs to reduce the number and/or kind of certificated management staff and intends to place the displaced personnel in other certificated positions (causing no reduction in the overall number of certificated employees of the District), the District shall proceed pursuant to Education Code 44951. By March 15, affected employees shall be notified of the board's action by registered mail or in person. If the notice is presented in person, the employee's signature acknowledging receipt of the notice shall be obtained on the District's copy of the notice.

Management, Supervisory & Confidential

PERSONNEL REDUCTION (LAY-OFF/REHIRE) (continued)

During the time period between five days after enactment of the Budget Act and August 15, the board may determine that the total revenue limit per ADA has not increased by at least two percent and that the District needs to reduce the number and/or kind of management staff pursuant to Education Code 44955.5. In such a situation, the Board shall adopt a schedule of notice and hearings and shall otherwise proceed pursuant to Education Code 44951 or 44955.

Classified Management/Confidential Employees

Classified managers shall be entitled to the same procedure and have the same layoff rights as all other classified employees.

E. Reports required

None

F. Record Retention

Personnel file

G. Responsible Administrative Unit

Human Resources

H. Approved By

Associate Superintendent for Human Resources

Regulation Acknowledged:
TUSD 3/13/01