

PLEASANTON UNIFIED SCHOOL DISTRICT

School Employee Layoff Procedures Frequently Asked Questions

Why is the District laying off employees?

Over the last several years, Pleasanton's enrollment has been declining. In 2019-2020, Pleasanton's enrollment (CBEDS) was 14,882. Enrollment for the 2023-2024 school year (CBEDS) is 13,668. Our funding is based on average daily attendance, so as our enrollment declines, so does our revenue. The average base grant is about \$10,500 per ADA (Average Daily Attendance). In addition to declining enrollment, State Budget fluctuations have direct consequences for all schools, including Pleasanton.

How does the state budget impact school district funding?

For the past few years, Pleasanton Unified, and all districts in California, received increased funding due to the infusion of pandemic relief aid and higher rates of Cost of Living Adjustments (COLA) to the Local Control Formula (LCFF). This additional funding that was targeted toward addressing pandemic-related issues has expired, and the State is now facing a deficit of over \$40 billion dollars, resulting in less ongoing funds for the PUSD. With the decline in enrollment and a projected COLA of only 0.76 for 2024-2025, we project our LCFF revenues to decrease by \$2.6 million next year.

How much of the District's budget is dedicated to employee compensation?

Salaries, Health and Welfare Benefits, and other statutory obligations account for 85% of the District's budget.

Doesn't the District have reserves to handle these shortfalls?

The State requires the District to maintain a 3% reserve in the current fiscal year and the two out years. As of the First Interim, the District's reserve was at 3.75% for 2023-2024. The District is projecting the need to reduce or reallocate our expenditures by \$9.5 million in 2024-2025. The current reserve will not be able to handle this level of shortfall. In addition, reserves are one-time funds.

What is the layoff process for school employees?

The layoff procedures school districts are required to follow are governed by the California Education Code and the Collective Bargaining Agreements. The procedures are similar for "Classified" and "Certificated" management and non-management employees.

Is the District laying off Management Employees?

Yes, the District is recommending layoffs for all employee groups: Management, Classified, and Certificated employees.

What is the difference between a Classified and Certificated employee?

Classified employees are those who are not required to have a specific credential to perform their jobs. This includes clerical staff, custodians, paraprofessionals, etc. Certificated employees are those who are required to have a state-issued credential to perform their jobs. This includes teachers, counselors, psychologists, speech and language therapists, and Certificated administrators.

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What are the procedures for laying off Classified employees?

Permanent and Probationary Classified employees need to be given notice by March 15 if they might potentially be laid off for the following school year. The March 15 notice for probationary and permanent employees is called a *Preliminary Layoff Notice*. A second notice is required to be given by May 15 to all probationary and permanent employees who are actually going to be laid off for the following school year.

How is it decided which Classified employees are laid off?

Employees with the least seniority in the particular job classification (title/position) that is being reduced are the first to be laid off within that classification.

If a Classified employee is laid off, do they have any rehire rights?

Yes. Employees who are laid off are placed on a 39-month rehire list. As jobs are restored, laid off employees are brought back to the appropriate classification in reverse order of layoff (i.e. the last to be laid off is the first to be brought back). Employees subject to layoff in their current classification may also exercise "bumping" rights if they have higher seniority in a previous classification.

How is it determined which Certificated employees will be laid off?

Permanent and Probationary Certificated employees need to be given notice by March 15 if they might potentially be laid off for the following school year. The March 15 notice for probationary and permanent employees is called a *Preliminary Layoff Notice*. A second notice is required to be given by May 15 to all probationary and permanent employees who are actually going to be laid off for the following school year.

How is a Certificated employee's seniority date determined, and what role does that play in a layoff?

Seniority and credentialing determine the order of the layoffs. For example, a certificated employee with the least seniority in a particular credential area that is being reduced is the first to be laid off.

Seniority is not determined by seniority at the site, but rather seniority within the entire district. For certificated employees, the seniority date is determined by the first day of service in paid probationary status. Certificated employees who are laid off and then subsequently brought back into the district from the 39-month rehire list retain their original seniority date.

If positions are being eliminated, does it matter if a teacher has multiple credentials?

Seniority and credentialing determine the order of the layoffs. For example, if an employee possesses more than one credential, has greater seniority, and is competent to teach in another area, they may be reassigned to the other credential area rather than be laid off (as defined by "skipping" and "tie-breaking" criteria).

If a certificated employee is laid off, would they have any rehire rights?

Certificated employees who are laid off are placed on a rehire list (24 months for probationary and 39 months for permanent) and are brought back as positions are reinstated in the reverse order of the layoffs. That is, the last to be laid off is the first to be brought back within the area they are credentialed and competent to teach. Permanent Credentialed employees who are laid off and then subsequently brought back into the district from the 39-month rehire list retain their original seniority date.

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Are there different types of credentials and how does that impact layoffs?

In general, holders of Multiple Subject credentials who teach in self-contained classrooms form one credential group. These are typically teachers in grades K-5, and occasionally 6th or 7th grade English-Language Arts/Social Science “core” teachers.

Single-subject credential holders in specific subject areas form other credential groups (e.g. math, English, science, etc.). Pupil Personnel Services Credentials are similar to Single Subject Credentials in that holders of a PPS Credential in School Counseling, Social Work, Psychology, and Child Welfare are limited to providing services in those specific areas.

When the School Board decides to reduce a Particular Kind of Service (PKS), the least senior certificated employee possessing the affected credential area is the first to be laid off.

Do employees working under a temporary contract get laid off?

Technically, no. Temporary contract employees are not a part of the layoff process and would be issued a release notice rather than a layoff notification.