SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

Agenda Item# 10.4

Meeting Date: March 5, 2026

Subject: Approve Resolution No. 3569: Notice of Layoff: Classified Employees – Additional Reduction in Force Due to Lack of Funds and/or of Work

- ☐ Information Item Only
- ☐ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated:_____)
- ☐ Conference/Action
- ☒ Action
- ☐ Public Hearing

Division: Human Resource Services

Recommendation: Approve Resolution No. 3569: Notice of Layoff: Classified Employees – Additional Reduction in Force Due to Lack of Funds and/or of Work

Background/Rationale: Based on a lack of work and/or lack of funds, and to ensure the District's long-term fiscal health the District will require a reduced number of classified employee positions for the 2026-2027 school year.

Each year, the District undergoes a process of reviewing available information and engaging in cross-departmental collaborations with school sites to assist in identifying staffing needs for the upcoming school year. These meetings explore:

1) Staffing Needs – To provide maximum flexibility during this time of uncertain budgetary constraints.

2) Funding changes – categorical and general funds increase or decrease resulting in the reduction of hours or elimination of a classified position.

3) Academic program changes – the school site may change an academic focus resulting in the reduction of hours or elimination of a classified position.

4) Budget reductions or staffing formula changes – due to budgetary reductions and the potential change in staffing formulas, an increase or decrease of hours or elimination of a classified position may occur.

Prior to determining the layoff of classified employees, a review of current vacant positions and known attrition is conducted. That review enables Human Resource Services staff to assign a displaced employee to a vacant position; therefore, a layoff does not occur. Meetings with the appropriate bargaining unit will be scheduled to discuss the effects of the layoff.

Effective January 2021 Assembly Bill 438, the classified layoff process changed. Under Education Code sections 45114, 45115, 45117, 45298, and 45308, school districts must notify employees identified for layoff by March 15 that they will be laid off at the end of the current school year. These employees must also be notified of their opportunity to request a hearing on their layoff. Under Education Code section 45117, when classified positions must be eliminated as a result of the expiration of a specially funded program, the employees to be laid off shall be given written notice not less than 60 days prior to the effective date of their layoff informing them of their layoff date and their displacement rights, if any, and reemployment rights. Resolution No. 3569 and Exhibit A lists the positions that will be laid off for the 2026-2027 school year and thereafter.

Financial Considerations: Budget reductions needed to assist in addressing the District's declining enrollment, the elimination of certain funds, the District's long term fiscal health, and District program needs.

LCAP Goal(s): Goals include Safe, Emotionally Healthy and Engaged Students, Family and Community Empowerment, and Operational Excellence.

Documents Attached:

1. Executive Summary
2. Resolution No. 3569
3. Exhibit A: will be provided on or before March 5, 2026

Estimated Time of Presentation: 5 minutes
Submitted by: Jake Hansen, Interim Director of Employee Relations
Approved by: Cancy McArn, Interim Superintendent

Board of Education Executive Summary

Human Resource Services

Notice of Layoff: Classified Employees – Reduction in Force Due to Lack of Funds and/or Lack of Work
March 5, 2026

I. Overview/History of Department or Program

Resolution No. 3569 – Notice of Layoff: Classified Employees – Reduction in Force Due to Lack of Funds and/or Lack of Work

District administration proposes to reduce enumerated classified positions due to a lack of work and/or lack of funds.

II. Driving Governance:

- Education Code 45114 – "The Governing Board may lay off and reemploy classified employees only in accordance with procedures provided by Sections 45298 and 45308."
- Education Code 45308 – "Classified employees shall be subject to layoff for lack of work or lack of funds."
- Education Code 45115 – "Any person who was subject to being, or was in fact, laid off for lack of work or lack of funds and who elected service retirement from the Public Employees' Retirement System shall be placed on an appropriate reemployment list."
- Education Code 45117(a)(1) – "No later than March 15 and before a classified employee is given notice by the governing board of a school district that the employee's services will not be required for the ensuing year due to lack of work or lack of funds, the governing board of the school district and the employee shall be given written notice by the superintendent of the school district or the superintendent's designee, or, in the case of a school district that has no superintendent, by the clerk or secretary of the governing board of the school district, that it has been recommended that the notice be given to the employee, stating the reasons that the employee's services will not be required for the ensuing year, and informing the employee of the employee's displacement rights, if any, and reemployment rights."
- Education Code 45117(b) – "A classified employee may request a hearing to determine if there is cause for not reemploying the employee for the ensuing year. A request for a hearing shall be in writing and shall be delivered to the person who sent the notice, on or before a date specified in subdivision (a), which shall not be less than seven days after the date on which the notice is served upon the employee. If an employee fails to request a hearing on or before the date specified, the employee's failure to do so shall constitute a waiver of the employee's right to a hearing. The notice provided for in subdivision (a) shall advise the employee of the provisions of this subdivision."

- Education Code section 45117(g) – "Notwithstanding the other requirements of this code respecting layoff of permanent classified employees, when classified positions must be eliminated as a result of the expiration of a specially funded program, the employees to be laid off shall be given written notice not less than 60 days prior to the effective date of their layoff informing them of their layoff date and their displacement rights, if any, and reemployment rights."
- Education Code 45298 – "Persons laid off because of lack of work or lack of funds are eligible to reemployment for a period of 39 months [and] [t]he person's reemployment shall take preference over new applicants."

III. Budget:

Position reductions and/or eliminations are needed to assist in addressing the District's declining enrollment, reduced funding, the District's long-term fiscal health, and District program needs.

IV. Goals, Objectives and Measures:

Under state law, Education Code §§ 45114, 45115, 45117, 45298, and 45308, school districts must provide notice to classified employees of a layoff for lack of work and/or lack of funds by March 15, and inform affected employees of their right to a hearing. When classified positions must be eliminated as a result of the expiration of a specially funded program, the employees to be laid off shall be given written notice not less than 60 days prior to the effective date of their layoff informing them of their layoff date and their displacement rights, if any, and reemployment rights. Resolution No. 3558 and Exhibit A list the classified positions that will be laid off for the upcoming 2026-27 school year.

V. Major Initiatives:

According to Education Code 45117, no later than March 15 and before a classified employee is given notice by the governing board of a school district that the employee's services will not be required for the ensuing year due to lack of work or lack of funds, the governing board of the school district and the employee shall be given written notice by the superintendent of the school district or the superintendent's designee, or, in the case of a school district that has no superintendent, by the clerk or secretary of the governing board of the school district, that it has been recommended that the notice be given to the employee, stating the reasons that the employee's services will not be required for the ensuing year, and informing the employee of the employee's displacement rights, if any, and reemployment rights.

Board of Education Executive Summary

Human Resource Services

Notice of Layoff: Classified Employees – Reduction in Force Due to Lack of Funds and/or Lack of Work
March 5, 2026

A classified employee may request a hearing to determine if there is cause for not reemploying the employee for the ensuing year. A request for a hearing shall be in writing and shall be delivered to the person who sent the notice, on or before a date specified in subdivision (a), which shall not be less than seven days after the date on which the notice is served upon the employee. If an employee fails to request a hearing on or before the date specified, the employee's failure to do so shall constitute a waiver of the employee's right to a hearing. The notice provided for in subdivision (a) shall advise the employee of the provisions of this subdivision.

In situations when classified positions must be eliminated as a result of the expiration of a specially funded program, the employees to be laid off shall be given written notice not less than 60 days prior to the effective date of their layoff informing them of their layoff date and their displacement rights, if any, and reemployment rights.

VI. Results:

Resolution No. 3569 will provide layoff notices to central office and school site classified employees informing them of their layoff effective at the end of the school year and any associated right to request a layoff hearing. With approval of this resolution, Human Resources Services will take all actions to send appropriate notices to all employees whose position shall be affected by layoff.

VII. Lessons Learned/Next Steps:

Approve Resolution No. 3569 – Notice of Layoff: Classified Employees – Reduction in Force Due to Lack of Funds and/or Lack of Work.

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

RESOLUTION NO. 3569

NOTICE OF LAYOFF: CLASSIFIED EMPLOYEES – REDUCTION IN FORCE DUE TO LACK OF FUNDS AND/OR LACK OF WORK

WHEREAS, Education Code sections 45114, 45115, 45117, 45298 and 45308 require that notice of layoff for lack of funds and/or lack of work be provided to classified employees and set forth the procedures for laying off and reemploying such employees; and

WHEREAS, due to a bona fide reduction or elimination of the service being performed by any department or school site, classified employees shall be subject to layoff for lack of funds and/or lack of work, and affected classified employees shall be given notice of layoff by March 15, 2026, informing them of their layoff and opportunity to request a hearing;

WHEREAS, if the reduction or elimination of services is due to the expiration of a specially funded program(s), the affected employee(s) shall be given notice of their layoff not less than 60 days prior to the effective date of layoff; and

WHEREAS, the Superintendent has recommended that the positions for the classified employees set forth in Exhibit A be reduced or eliminated for the 2026-2027 school year. The Board of Education directs the Superintendent or her authorized designee to give notice to the affected classified employees.

NOW, THEREFORE, BE IT RESOLVED, that it shall be necessary, pursuant to the recitals above incorporated by this reference, to eliminate the classified positions listed in Exhibit A as a result of lack of funds and/or lack of work and/or due to the expiration of a specially funded program. The Superintendent or her authorized designee is directed to take all appropriate action needed pursuant to the applicable provisions of the Education Code.

PASSED AND ADOPTED by the Sacramento City Unified School District Board of Education on this 5th day of March, 2026, by the following vote:

AYES: ____
NOES: ____
ABSTAIN: ____
ABSENT: ____

Tara Jeane
President of the Board of Education

ATTESTED TO:

Cancy McArn
Secretary of the Board of Education