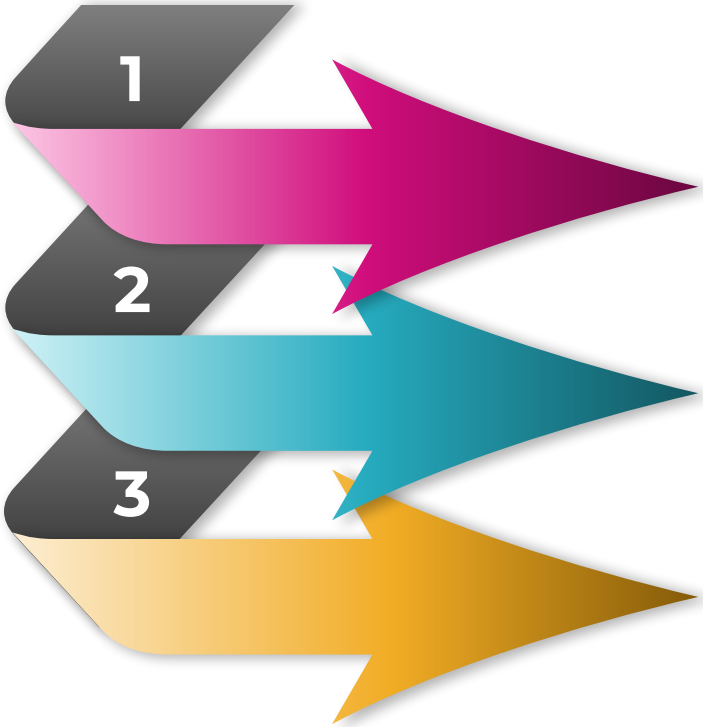
Sacramento City
UNIFIED SCHOOL DISTRICT

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

Board Meeting
March 5, 2026
Agenda Item No. 10.4

Jake Hansen
Interim Director, Employee Relations

Agenda



1. Process Overview
2. Reduction Summary
3. Resolution to Eliminate Classified Positions

March 15 Preliminary Notices Sent to Meet Timeline

Analysis must be completed and preliminary notices sent

The District will conduct all reduction processes with integrity, transparency, and respect for our employees.

Preliminary notices sent prior to March 15

The District must meet the timelines as established by AB 438 for these preliminary March 15th notices.

Employees able to request a hearing before an Administrative Law Judge

Employees who received a preliminary layoff notice have seven days to request a hearing on their proposed layoff.

District Position Reduction & Impact Process

Budget Development Process (BDP)

- Enrollment and budget analysis
- Meetings with all Departments and Sites
- Identification of impacted positions

Board Approval

- Reduction in Particular Kinds of Service (PKS)
- Skip Criteria
- Tie Break Criteria
- Reduction in Force (RIF)

Analysis of Employee Rights

Certificated
- Attrition
- Credentials
- Seniority

Classified
- SEIU Voluntary Reductions
- Attrition
- Classifications
- Seniority

Preliminary Notices

Notice of rights through certificated mail or personal delivery **Due By** *March 15*

Administrative Law Judge (ALJ) Layoff Hearings

Provides due process for certificated and classified employees contesting layoff notices **Proposed Decision by** *May 7*

Board Approval

Review ALJ processed decision. Adopt, or reject or modify, and approve final layoffs

Final Notices

Notice of rights through certificated mail or personal delivery **Due By** *May 15*

Positions to be Closed

We ask approval for the closure of classified positions reflected in Exhibit A.

Exhibit A includes:

- Vacancy positions
- Management positions
- Non Management positions

Recommendation and Next Steps

1. Recommend approval of Resolution 3569
2. Ongoing meetings with the union to ensure all employee rights and collective bargaining agreements are followed.
3. Should enrollment increase, additional appropriate attrition take place, or funding be identified, layoff notices may be rescinded
4. The District will engage in layoff hearings and return in May with a recommendation for final layoff notifications. Final layoff notices must be sent prior to May 15th.

Staff Is Available To Answer Questions On Any Position

Questions