



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7560

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CATEGORY: **Personnel, Classified Staff**

EFFECTIVE: **1-29-62**

SUBJECT: **Layoff and Reemployment of Classified Personnel**

REVISED: **7-12-2002**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing layoff and reemployment of classified employees.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-6600, I-6750; Education Code Sections 45107, 45114, 45298, 45308; Employment Regulations for the Classified Service of the San Diego Unified School District.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Office of the Superintendent.
2. **Definitions**
 - a. **Permanent employee:** The employment status of an employee who has successfully completed the probationary period prescribed by the Employment Regulations for the Classified Service of the San Diego Unified School District.
 - b. **Probationary employee:** A classified employee who is serving the probationary period prescribed by the Employment Regulations for the Classified Service of the San Diego Unified School District.
 - c. **Substitute employee:** An individual who is employed to replace a classified employee who is temporarily absent from duty or who is filling, for not more than 60 calendar days, a position that is temporarily vacant.
 - d. **Short-term employee:** An individual who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis.
 - e. **District seniority:** Total length of service since the most recent hire date as a regular classified employee.

3. **Criteria for Layoff.** When lack of work or lack of funds require the Board of Education to reduce hours or lay off employees, the following criteria apply:
 - a. **Prior to layoff** of probationary or permanent status employees, service will be terminated for all short-term employees serving in the classification designated for reduction.
 - b. **Order of layoff.** Employees shall be laid off within classification by classification seniority date. The last appointed employee in any given classification shall be laid off first. All service in the classification plus service in classifications of equal or higher salary grade shall count as seniority in the classification. In event of a tie, the employee with least district seniority shall be laid off. If a tie still exists, the employee with the most recent initial hire date shall be laid off. If a tie still exists, the employees affected shall draw lots to break the tie.
4. **Reemployment Rights**
 - a. **Short-term employees** whose service has been terminated shall hold no reemployment rights.
 - b. **Employees** who are laid off or reduced in hours shall be placed on reemployment list in order of their classification seniority, which shall be in reverse order of layoff. This reemployment list shall be used to fill a vacant position for the classification before proceeding to a promotional candidate, new employee, or transfer. An employee shall remain on the reemployment list for a period of thirty-nine (39) months from effective date of layoff or reduction in hours. Layoff shall not be regarded as a break in service. An employee who accepts a reassignment involving loss of salary in lieu of layoff shall remain on the reemployment list for an additional twenty-four (24) months.

D. IMPLEMENTATION

1. **Layoff**
 - a. **Superintendent** designates programs and classifications affected.

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- b. **Human Resource Services Division:**
- (1) Prepares a list of the names of unit members laid off or reassigned, as well as their classification, work location, and seniority dates.
 - (2) Gives written notice to employees being laid off or reduced in hours in accordance with appropriate contract or the Employment Regulations for the Classified Service of the San Diego Unified School District.
2. **Reemployment After Layoff.** Human Resource Services Division rehires employees in accordance with appropriate contract or the Employment Regulations for the Classified Service of the San Diego Unified School District.

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education