

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
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CLASSIFIED STAFF LAYOFF AND RECALL

General

Through the budget process, the Director of Schools and appropriate department administrators/supervisors determine when a reduction in the number of classified staff employees is necessary. The Director of Human Resources classifies positions within the classified workforce into categories that reflect functions and levels of responsibility. The resulting classifications are used in the determination of bumping rights in the event of a layoff and/or re-call. In determining layoffs, qualifications for classification title and special skills are considered superior to seniority rights.

Classifications

See Procedure [CLS-P004](#).

Seniority

Seniority is defined as the length of service of an employee acquired by continuous service from the last date of hire. Full-time employees are those persons who are scheduled for a work week of 30 hours or greater during their employment year calendar. Part-time employees are those persons who are scheduled for a work week of less than 30 hours during their employment year calendar.

New employees are considered as probationary employees for the first six months of their employment. There is no seniority among probationary employees.

Individuals employed in a temporary position or in the capacity of substitute have no seniority rights.

A classified staff employee loses all seniority if there is a break in service caused by termination, resignation, discharge, failure to report to work for five (5) consecutive working days without notification and permission of the immediate supervisor, or failure to return from an authorized leave of absence.

There is no loss of seniority while a classified staff employee is on an authorized leave of absence of any type. Separate seniority lists are maintained on the basis of full-time employees within each group classification and part-time employees within each group classification. If an employee changes from full-time to part-time, or the reverse, the employee's total system seniority carries over to the appropriate seniority list.

If more than one employee within the group classification is hired on the same date, seniority is determined by a drawing conducted by the Classified Staff Representative and the Director of Human Resources at the time of reduction.

The Director of Human Resources keeps the seniority lists current and provides the Classified Staff Representative with an up-to-date copy upon request, no more frequently than ninety day intervals.

Recall

Recall of employees occurs in reverse order of the layoff procedure.

Implementing Procedures: [CLS-P004](#) Classified Staff Layoff & Recall

Associated Documents: Layoff & Recall List (CLS-P004, Attachment A)

Implementing Procedures:

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/17/05		Initial Release

***** End of Policy *****

Layoff & Recall List

Class Code	Sub Class Code	Classification Group	Assignment Code	Job Title	Grade
I	a	DATA PROCESSING	C173	NETWORK MANAGER	L
I	a	DATA PROCESSING	C155	COMPUTER OPERATIONS	G
I	b	DATA PROCESSING	C171	SR. COMPUTER NETWORK TECH	K
I	b	DATA PROCESSING	C139	COMPUTER NETWORK TECH	J
I	c	DATA PROCESSING	C146	COMPUTER REPAIR TECH	H
I	c	DATA PROCESSING	F124	COMPUTER OPER COOR-CHILD NUTRITION	H
I	c	DATA PROCESSING	C177	STUDENT INFO SYSTEM COORDINATOR	G
I	c	DATA PROCESSING	C193	HELP DESK TECH	F
II	a	ACCT & BOOKKEEPING	C161	CHIEF ACCOUNTANT	L
II	a	ACCT & BOOKKEEPING	C101	SCHOOLS PURCHASING AGENT	K
II	a	ACCT & BOOKKEEPING	C187	SR ACCOUNTANT	K
II	a	ACCT & BOOKKEEPING	C166	ACCOUNTANT- FEDERAL PROJECTS	J
II	a	ACCT & BOOKKEEPING	C189	ACCOUNTANT- PAYROLL/RECON	J
II	a	ACCT & BOOKKEEPING	C159	ADMINISTRATIVE ANALYST GRANTS	J
II	a	ACCT & BOOKKEEPING	C160	ACCOUNTING SPECIALIST	I
II	a	ACCT & BOOKKEEPING	C185	SENIOR ACCT'G TECH	H
II	b	ACCT & BOOKKEEPING	C153	LEAD ACCT'G TECH-PAYROLL	H
II	b	ACCT & BOOKKEEPING	C127	ACCT'G ASSOC-CHILD NUTRITION	G
II	b	ACCT & BOOKKEEPING	C124	PAYROLL TECH	G
II	b	ACCT & BOOKKEEPING	C102	FREE & REDUCED LUNCH CORD	F
II	b	ACCT & BOOKKEEPING	C130	ACCOUNTING TECH	F
II	b	ACCT & BOOKKEEPING	C195	ACCOUNTING TECH- FOOD SERVICE	F
II	c	ACCT & BOOKKEEPING	P102	ACCOUNTING TECH- ISA 220	F
II	c	ACCT & BOOKKEEPING	P117	ACCOUNTING TECH ISA 215	F
II	c	ACCT & BOOKKEEPING	P123	ACCOUNTING TECH ISA 220 4 HOUR	F
II	c	ACCT & BOOKKEEPING	P125	ACCOUNTING TECH ISA 215 4 HOUR	F
III	a	ADMINISTRATIVE SERVICES	C163	ADMINISTRATIVE SPECIALIST	J
III	a	ADMINISTRATIVE SERVICES	C162	COMMUNICATIONS SPECIALIST	I
III	a	ADMINISTRATIVE SERVICES	C170	PROCESS MANAGEMENT COORDINATOR	I
III	a	ADMINISTRATIVE SERVICES	C136	CERT. EMPLOYMENT REP	I
III	a	ADMINISTRATIVE SERVICES	C184	OJI/NURSE CONSULTANT	I
III	a	ADMINISTRATIVE SERVICES	C168	CLASSIFIED EMPLOYMENT REPRESENTATIVE	H

III	a	ADMINISTRATIVE SERVICES	C104	HR ASSOCIATE-BENEFITS-INS. TRUST	G
III	a	ADMINISTRATIVE SERVICES	C176	HR ASSOCIATE-BENEFITS	G
III	a	ADMINISTRATIVE SERVICES	C179	HR ASSOCIATE- CLASSIFIED	G
III	a	ADMINISTRATIVE SERVICES	C180	HR ASSOCIATE-OJI SPECIALIST	G
III	a	ADMINISTRATIVE SERVICES	C190	HR ASSOCIATE - CERTIFIED	G
III	a	ADMINISTRATIVE SERVICES	C116	ADMIN ASST III- HR	G
III	a	ADMINISTRATIVE SERVICES	C129	ADMIN ASST. III- CHILD NUT	G
III	a	ADMINISTRATIVE SERVICES	C138	ADMIN ASST. III- INSTRUCTION	G
III	a	ADMINISTRATIVE SERVICES	C181	ADMIN ASST. III SPECIAL ED	G
III	a	ADMINISTRATIVE SERVICES	P104	ADMIN ASST.III- TECHNOLOGY	G
III	a	ADMINISTRATIVE SERVICES	C197	ADMIN ASST.II-DIRECTORS OFFICE	F
III	a	ADMINISTRATIVE SERVICES	C119	ADMIN ASST. II STUDENT SERVICES	F
III	a	ADMINISTRATIVE SERVICES	C120	ADMIN ASST. II PSY SERVICES	F
III	a	ADMINISTRATIVE SERVICES	C186	INFORMATION & RECORDS SPECIALIST	F
III	a	ADMINISTRATIVE SERVICES	C167	ADMIN ASST. II- STUDENT SERVICES	F
III	a	ADMINISTRATIVE SERVICES	C172	CENSUS MONITOR-PSYCH SERVICES	F
III	a	ADMINISTRATIVE SERVICES	C174	ADMIN ASS'T II- VOC/FEDERAL FUNDING	F
III	a	ADMINISTRATIVE SERVICES	C175	ADMIN ASST. II- SP ED TECHNOLOGY	F
III	a	ADMINISTRATIVE SERVICES	C178	ACCOUNTABILITY ASS'T	F
III	a	ADMINISTRATIVE SERVICES	C192	ADMIN ASST I- SCHOOL HEALTH PROGRAM	E
III	a	ADMINISTRATIVE SERVICES	C194	TESTING ASSISTANT	E
III	a	ADMINISTRATIVE SERVICES	C196	TESTING ASSISTANT PART-TIME	E
III	a	ADMINISTRATIVE SERVICES	C198	ADMIN ASS'T I- INSTRUCTION	E
III	b	ADMINISTRATIVE SERVICES	P103	ADMIN ASST. II- TEACHERS CENTER	F
III	b	ADMINISTRATIVE SERVICES	P106	ADMIN ASST. II- FACILITIES	F
III	b	ADMINISTRATIVE SERVICES	T136	ADMIN ASST.II VEHICLE MAINT	F
III	b	ADMINISTRATIVE SERVICES	R121	MAINTENANCE COORDINATOR	F
III	b	ADMINISTRATIVE SERVICES	R122	WORK CONTROL ASSOCIATE	F
III	b	ADMINISTRATIVE SERVICES	C137	TEACHER CENTER ASST	E
III	b	ADMINISTRATIVE SERVICES	P119	ADMIN ASST. I- AUX LEARNING CTR	E
III	b	ADMINISTRATIVE SERVICES	P120	ADMIN ASST I- ADULT ED	E
III	b	ADMINISTRATIVE SERVICES	C152	ABE ASSESSMENT/COORDINATOR/REC.	E
III	b	ADMINISTRATIVE SERVICES	P121	ADMIN ATT I- ALTERNATIVE SCHOOL	E
III	c	ADMINISTRATIVE SERVICES	P124	OFFICE ASSISTANT/ 196 DAY	E
III	c	ADMINISTRATIVE SERVICES	P122	ADMIN ASST. I 220 4 HOURS	E
III	c	ADMINISTRATIVE SERVICES	P115	ADMIN ASST. I - 220	E
III	c	ADMINISTRATIVE SERVICES	P116	ADMIN ASST. I 215	E

III	c	ADMINISTRATIVE SERVICES	P126	ADMIN ASST. I- ATTENDANCE	E
IV	a	COMMUNICATIONS SERVICES	C183	MULTI MEDIA DESIGN MGR	H
		COMMUNICATIONS SERVICES	C199	WEBCAST VIDEO PRODUCER	G
V	a	EDUCATIONAL ASSISTANT	B103	MEDIA ASSISTANT 7 hr	E
V	b	EDUCATIONAL ASSISTANT	B109	EDUCATIONAL ASS'T-SIGN/LGE/INT.	E
V	c	EDUCATIONAL ASSISTANT	B125	EDUCATIONAL ASSISTANT-PRESCHOOL	E
V	c	EDUCATIONAL ASSISTANT	B126	EDUCATIONAL ASSISTANT-PRESCHOOL	E
V	c	EDUCATIONAL ASSISTANT	B111	EDUCATIONAL ASSISTANT-PRESCHOOL	E
V	c	EDUCATIONAL ASSISTANT	B132	EDUCATIONAL ASSISTANT-PRESCHOOL (LOTTERY)	E
V	d	EDUCATIONAL ASSISTANT	B104	ED. ASS'T/MULTI-DISABLED	E
V	d	EDUCATIONAL ASSISTANT	B109	ED. ASS'T/MULTI-DISABLED	E
V	d	EDUCATIONAL ASSISTANT	B120	ED. ASS'T/MULTI-DISABLED	E
V	d	EDUCATIONAL ASSISTANT	B121	ED. ASS'T/MULTI-DISABLED	E
V	e	EDUCATIONAL ASSISTANT	B102	EDUCATIONAL ASSISTANT-SP. ED.	E
V	e	EDUCATIONAL ASSISTANT	B105	EDUCATIONAL ASSISTANT-ESL	E
V	e	EDUCATIONAL ASSISTANT	B118	EDUCATIONAL ASSISTANT-SP. ED.	E
V	e	EDUCATIONAL ASSISTANT	B119	EDUCATIONAL ASSISTANT-SP. ED.	E
V	e	EDUCATIONAL ASSISTANT	B133	INTERN SPECIAL ED ASST/MULTI-DIS	E
V	e	EDUCATIONAL ASSISTANT	B122	EDUCATIONAL ASSISTANT-ESL	E
V	e	EDUCATIONAL ASSISTANT	B134	EDUCATION ASS'T SP/LANG/PATH	E
V	e	EDUCATIONAL ASSISTANT	B127	EDUCATIONAL ASSISTANT-ESL	E
V	e	EDUCATIONAL ASSISTANT	B130	EDUCATIONAL ASS'T-SP/LANG/PATH	E
V	e	EDUCATIONAL ASSISTANT	B101	EDUCATIONAL ASSISTANT	E
V	e	EDUCATIONAL ASSISTANT	B114	EDUCATIONAL ASSISTANT-TITLE I	E
V	f	EDUCATIONAL ASSISTANT	B131	CAFETERIA MONITOR	B
VI	a	HEALTH SERVICES	P112	RN SCHOOL NURSE SUPERVISOR	K
VI	b	HEALTH SERVICES	P111	SCHOOL NURSE-LPN	F
VI	b	HEALTH SERVICES	P113	SCHOOL NURSE-LPN	F
VII	a	FACILITIES	C148	ASST FACILITY MGR-CONSTRUCTION	K
VII	a	FACILITIES	C191	ASST FACILITY MGR-CAP/SPECIAL PROJ	K
VIII	a	MAINTENANCE SUPERVISORY	R108	GENERAL FOREMAN MAINTENANCE	K
VIII	a	MAINTENANCE SUPERVISORY	R113	ASSISTANT FOREMAN MAINTENANCE	I

VIII	b	MAINTENANCE-BLDG	R118	MASTER PLUMBER	H
VIII	b	MAINTENANCE-BLDG	R111	ENERGY/FIRE PROT SPECIALIST	H
VIII	b	MAINTENANCE-BLDG	R135	PEST CONTROL SPECIALIST	G
VIII	b	MAINTENANCE-BLDG	R116	PLUMBER WASTE WATER OPERATOR	G
VIII	b	MAINTENANCE-BLDG	R137	SR. CABINET MAKER	G
VIII	b	MAINTENANCE-BLDG	R103	CABINET MAKER	F
VIII	c	MAINTENANCE-HVAC/BOIL-CHILL	R124	SR. BOILER/CHILLER TECH	I
VIII	c	MAINTENANCE-HVAC/BOIL-CHILL	R127	BOILER/CHILLER TECHNICIAN	H
VIII	c	MAINTENANCE-HVAC/BOIL-CHILL	R129	HVAC TECHNICIAN	H
VIII	c	MAINTENANCE-HVAC/BOIL-CHILL	R106	HVAC MECHANIC	F
VIII	c	MAINTENANCE-HVAC/BOIL-CHILL	R138	BOILER/CHILLER OPERATOR	E
VIII	d	MAINTENANCE-ELECT & MECH	R142	MASTER ELECTRICIAN	I
VIII	d	MAINTENANCE-ELECT & MECH	R101	SR ELECTRONIC REPAIR TECH	H
VIII	d	MAINTENANCE-ELECT & MECH	R105	ELECTRICIAN	H
VIII	d	MAINTENANCE-ELECT & MECH	R102	ELECTRONIC REPAIR TECHNICIAN	G
VIII	d	MAINTENANCE-ELECT & MECH	R109	FOOD SERVICE EQ. REPAIR TECH.	G
VIII	d	MAINTENANCE-ELECT & MECH	R141	REFRIG REPAIR TECHNICIAN	G
VIII	d	MAINTENANCE-ELECT & MECH	R140	ELECTRONIC REPAIRMAN	E
VIII	e	MAINTENANCE-BLDG & GRDS	R119	SR. HEAVY EQUIPMENT OPERATOR	G
VIII	e	MAINTENANCE-BLDG & GRDS	R125	SR. BUILDING MAINTENANCE TECH	G
VIII	e	MAINTENANCE-BLDG & GRDS	R104	SMALL ENGINE REPAIR TECH	F
VIII	e	MAINTENANCE-BLDG & GRDS	R115	BUILDING MAINTENANCE TECH	F
VIII	e	MAINTENANCE-BLDG & GRDS	R130	HEAVY EQUIPMENT OPERATOR	F
VIII	e	MAINTENANCE-BLDG & GRDS	R107	SMALL ENGINE REPAIRMAN	E
VIII	e	MAINTENANCE-BLDG & GRDS	R120	LIGHT EQ. OP/GROUNDS KEEPER	E
VIII	e	MAINTENANCE-BLDG & GRDS	R131	PARTS CLERK	E
IX	a	CUSTODIAL SERVICES	R133	GENERAL FOREMAN-CUSTODIAL OP.	H
IX	b	CUSTODIAL SERVICES	O101	LEAD CUSTODIAN	F
IX	b	CUSTODIAL SERVICES	O102	CUSTODIAN	D
IX	b	CUSTODIAL SERVICES	O113	FLOAT CUSTODIAN	D
X	a	FOOD SERVICE	F125	FOOD SERVICE FIELD SUPERVISOR	I
X	a	FOOD SERVICE	F107	FOOD SERVICE FIELD MANAGER	H
X	a	FOOD SERVICE	F106	CAFETERIA MANAGER III	H
X	a	FOOD SERVICE	F108	CAFETERIA MANAGER II	G
X	a	FOOD SERVICE	F105	CAFETERIA MANAGER I	F

X	a	FOOD SERVICE	F109	CAFETERIA MANAGER TRAINEE	D
X	b	FOOD SERVICE	F101	FOOD SERVICE ASSISTANT	C
X	b	FOOD SERVICE	F111	FOOD SERVICE ASSISTANT	C
X	b	FOOD SERVICE	F115	FOOD SERVICE ASSISTANT	C
X	b	FOOD SERVICE	F116	FOOD SERVICE ASSISTANT	C
X	b	FOOD SERVICE	F117	FOOD SERVICE ASSISTANT	C
X	b	FOOD SERVICE	F118	FOOD SERVICE ASSISTANT	C
X	b	FOOD SERVICE	F121	FOOD SERVICE ASSISTANT	C
X	b	FOOD SERVICE	F122	FOOD SERVICE ASSISTANT	C
X	b	FOOD SERVICE	F123	FOOD SERVICE ASSISTANT	C
X	c	FOOD SERVICE	F114	LIGHT EQUIPMENT OPERATOR-F/S	F
X	c	FOOD SERVICE	F120	LIGHT EQUIPMENT OPERATOR-F/S	F
X	c	FOOD SERVICE	F126	LIGHT EQUIPMENT OPERATOR-F/S 4 HOURS	F
XI	a	BOOKPROCESSING/INVENTORY	O106	TEXTBOOK DISTRIBUTION MGR	H
XI	a	BOOKPROCESSING/INVENTORY	O110	ASSISTANT TEXT BOOK DIST. MGR	F
XI	b	BOOKPROCESSING/INVENTORY	C169	TEXTBOOK PROCESSING MGR	H
XI	b	BOOKPROCESSING/INVENTORY	C149	ASSISTANT TEXT BOOK PROCESSING MGR	F
XI	c	BOOKPROCESSING/INVENTORY	O107	TEXTBOOK PROCESSING ASSOCIATE	E
XI	c	BOOKPROCESSING/INVENTORY	O114	TEXTBOOK DISTRIBUTION ASSOCIATE	E
XI	c	BOOKPROCESSING/INVENTORY	O109	MAIL CLERK	C
XI	d	BOOKPROCESSING/INVENTORY	O104	PROPERTY CONTROL OFFICER	H
XII	a	TRANSPORTATION-SUPERVISORY	T127	ASS'T TRANSPORTATION MANAGER	J
XII	b	TRANSPORTATION CONTROL	T135	FLEET SAFETY & DRIVER TRAINER	I
XII	b	TRANSPORTATION CONTROL	T115	DISPATCHER	I
XII	b	TRANSPORTATION CONTROL	T106	ASSISTANT DISPATCHER	H
XII	b	TRANSPORTATION CONTROL	T108	ROUTE ANALYST	G
XII	b	TRANSPORTATION-CONTROL	T122	ROUTING/DISPATCHER ASSISTANT	F
XII	c	TRANSPORTATION-MAINTENANCE	T110	VEHICLE REPAIR ASSISTANT SHOP SUPV	I
XII	c	TRANSPORTATION-MAINTENANCE	T111	SR. SCHOOL BUS MECHANIC	I
XII	c	TRANSPORTATION-MAINTENANCE	T112	VEHICLE MAINTENANCE MECHANIC	H
XII	c	TRANSPORTATION-MAINTENANCE	T117	SERVICE TECHNICIAN	G
XII	d	TRANSPORTATION-DRIVER	T134	MASTER DRIVER	H
XII	d	TRANSPORTATION-DRIVER	T126	LEAD BUS DRIVER	G
XII	d	TRANSPORTATION-DRIVER	T101	BUS DRIVER	F
XII	d	TRANSPORTATION-DRIVER	T104	BUS DRIVER-SPECIAL EDUCATION	F

XII	d	TRANSPORTATION-DRIVER	T121	PERMANENT SUBSTITUTE DRIVER	F
XII	d	TRANSPORTATION-DRIVER	T102	BUS AIDE	D
XII	d	TRANSPORTATION-DRIVER	T124	BUS WASH/FUEL ATTENDANT	C

updated

3/3/09- jc