

Personnel Matters

A publication for PVPUSD employees ~ from the Human Resources Department
Palos Verdes Peninsula Unified School District
March 2010

Preliminary Layoff Notices Issued To Certificated Staff

Certificated employees must receive a preliminary layoff notice by March 15th if their position might be eliminated for the next school year. Based on enrollment projections, staffing ratios and loss in state revenue, the Board of Education adopted a resolution calling for a reduction in certificated positions for 2010-11 as follows: **25.5 K-5 Elementary School teaching positions; 10.8 Intermediate School teaching positions; 13 High School teaching positions; 4 Special Education teaching positions; 3.2 Counseling positions; 2 Speech Therapist positions; and 1 Nurse position.**

All preliminary layoff notices have been delivered. This layoff process is governed by the Education Code and a hearing will be held on April 20th to determine if the process met with Education Code requirements. A judge will hear challenges and make a determination if the law was administered correctly. Once this determination is made, the District will issue final layoff notices by the required May 15th deadline.

In addition to the above notices, approximately 30 certificated temporary employees were issued a notice of release. This allows space for those permanent employees currently on a leave of absence to return to a position. Also, all certificated administrators received a letter indicating they may be reassigned, have their work year reduced and/or have a reduction in salary for 2010-11.

Classified Staff Layoff Looming

A call for reduction in positions for the classified service operates under a different set of education codes than that of certificated employees. The Board of Education is required to adopt a resolution citing the positions to be eliminated and a classified employee whose position is being eliminated must receive a notice 45 days prior to the layoff. The Board of Education will receive the Superintendent's recommendation regarding classified position reductions for 2010-11 at a public Board meeting in April. (See Article on Page 2)

Collective Bargaining With CSEA & PVFA In Progress

Numerous negotiation sessions have been held with both employee organizations. The District has offered to discuss any and all alternatives to eliminating positions and/or raising class sizes. The Governor's budget proposal for 2010-11 continues flexibility in CSR and the instructional year (allowing for a reduction to 175 days without loss of revenue). In numerous public Board of Education meetings the Superintendent has stated and restated the position that sacrifices by all can save the jobs of many. The District must make \$4 million in budget cuts for 2010-11 and another \$3 million in 2011-12 in order to remain solvent after spending reserves down to about 3%. No one wants to eliminate 80 jobs (59 FTE certificated and 20 FTE classified) and dismantle programs, but we have no other alternative solution unless all employees are willing to sacrifice something over the next few years. The Board and staff continue to explore ways to raise revenue in future years instead of just making cuts. However, based on assumptions and L.A. County fiscal service directives, the facts below show we must make very significant reductions and spend down reserves to stay solvent:

	2009-10	2010-11	2011-12
Total Revenue	\$87,872,379	\$89,481,725	\$86,455,886
Total Expenditure*	\$92,393,754	\$91,091,275*	\$89,595,346*
Ending Balance	\$ 8,052,740	\$ 6,443,191	\$ 3,303,731 (3%)

*Expenditures above **assume** \$4 million in cuts for 2010-11 and another \$3 million in cuts for 2011-12.

Are there alternatives to layoff? See average costs/savings for 2010-11 below:

One FTE Classified Job = \$40K	Each Day Furlough (all) = \$300K	Each Month Step Freeze = \$60K
One FTE Certificated Job = \$60K	Each Percent Salary Cut (all) = \$620K	Each ± \$100 in benefits = \$80K

Classified Early Retirement Notification Plan = \$

In a few days, the District will formally announce an option for classified personnel who will retire before December 31, 2010. The plan will financially reward an employee for declaring his/her retirement now, even though the retirement will occur within the next 8 months. This will allow the District to plan for retirements and may offset some need for layoff. The plan will require an irrevocable letter of retirement and will be made available to classified employees who will turn 60 years of age prior to December 31, 2010. Details will be announced very soon.

Employees Asked To Review PVPUSD Board Policies

All employees are being asked to review a series of PVPUSD Board policies and acknowledge that they have done so. The purpose is to be sure that employees are aware of the new and/or updated policies since these policies contain directives, regulations and rules to which employees are held accountable.

Unemployment Benefits

The District refers employees to the EDD for questions regarding eligibility for unemployment benefits after a termination/layoff. We do not offer advice on eligibility. However, we are discovering that some employees who filed for benefits last summer are now receiving notices questioning their eligibility for those benefits received.

Following a layoff, benefits should cease once an individual receives "reasonable assurance" that he or she will be reemployed. Districts pay unemployment insurance into a pool with other districts administered by a third party administrator (TPA). Acting on behalf of employers, the TPA challenges cases in which someone may have been paid benefits when not eligible. In such cases, a hearing is held to determine eligibility and if ruled ineligible, the employee must return the benefits.

Be careful to understand the rules before filing for unemployment.

Certificated Seniority List Updated

Any certificated employee whose credential status has changed (preliminary / clear) or whose authorizations have changed (subject matter, CLAD, etc.) should notify HR Processing in writing c/o Malaga Cove or by email to Vicki Isidro (isidro@pvpusd.k12.ca.us) as soon as possible. The current seniority list dated March 9th is available at each site.

Classified April Payroll

Classified payday falls on April 9th, which is also a Local Holiday. If you would like to pick-up your payroll warrant on April 9th, please notify Editha Roque in the Payroll Office at (310) 378-9966, Ext. 987 and certificated substitutes can notify Peter Lyons at Ext. 982. Warrants will be available for pick-up from 11AM to 2PM only. All other pay warrants and direct deposit advices will be sent via school mail on Monday, April 12th.

Transfer Process

Certificated or classified employees interested in transferring to a different site for the 2010-11 school year must submit a "Request to Transfer" form to the Human Resources Department. Certificated employees must submit the request prior to May 15th and classified employees must submit the request by June 20th. Those requesting a transfer will be placed on a list circulated to administrators and considered for any opening at the site(s) requested. For details concerning the process, refer to the specific PVFA & CSEA Collective Bargaining Agreements posted on the District website (www.pvpusd.k12.ca.us).

Reminder: Classified Furlough Days in April

The current Collective Bargaining Agreement between PVPUSD and Palos Verdes Chapter 123 (CSEA) contains the following provision:

11.1.3 Unit members will have a salary reduction implemented through three (3) scheduled furlough days (December 30th, 2009, April 7th & April 8th, 2010).

The payroll period in April will reflect a reduction/loss of two days of pay for all classified employees and the deduction will appear on the May 10th warrant. One day was already deducted in December.

Please contact the Human Resources Department at (310) 378-9966, Ext. 417, if you have any questions regarding topics covered in this newsletter.