



MEMORANDUM

TO: All Site Administrators, Managers, and Classified OTBS Staff

FROM: Lamont Jackson^{JA} Chief Human Resources Officer
Sylvia Alvarez, President, CSEA Office-Technical & Business Services (OTBS)

DATE: October 18, 2011

SUBJECT: **CLASSIFIED OTBS STAFF WORKLOAD**

The San Diego Unified School District continues to face difficult budget challenges. In the last several years there have been reductions in the classified workforce and reassignments of critical support staff. As we continue to make these changes, it is important to consider how we prioritize the work and communicate our expectations. The members of the CSEA Office Technical Business Services (OTBS) Contract Administration Committee (CAC) believe this is an appropriate time for principals and managers to assess and evaluate the workload of their classified support staff. Managers and principals can work with their support staff members to discuss, prioritize and hear concerns about the workload. This is also a good opportunity to communicate your expectations, priorities, and schedule of meetings for the school year to your support staff members.

The OTBS CAC is suggesting that each principal and manager develop a plan to address the concerns raised from the reduction or elimination of hours or positions at the site/department/program and share that plan with all classified staff. This plan could include discussion around the following topics and ought to address each job classification within the site/department/program.

- The Mission Statement of the School District:
"All San Diego students will graduate with the skills, motivation, curiosity and resilience to succeed in their choice of college and career in order to lead and participate in the society of tomorrow."
- The Core Mission of the site/program/department.
- The prioritization of classified duties by the principal/manager for each classified employee.
- Expectations for employee performance should include the standards of quality and a reasonable timeline for work completion.
- Overtime and extra-time are controlled by contractual agreement and employees have the option of acceptance or refusal.
- The training needs of staff new to school sites/departments and a plan to schedule training sessions to develop support staff skills. Please visit the district's website: <http://sandi.net/ero> for a listing of available professional development and training opportunities for DWA applications such as Zangle.

The development of the plan should also include a review of current job descriptions to ensure that classified work assignments are consistent with job classifications and descriptions.


- "Perform related duties as assigned," relates to those duties that are reasonably related to an employee's job description and do not consist of long-term performance of tasks directly associated with a different job description. Please visit the positions descriptions at the sandi.net website, click on Employment, and select Position Descriptions from the column on the left.
- Classified contracts for Paraeducators, OSS, and OTBS members specifically state that the "District agrees not to require members of one bargaining unit to perform the work of another bargaining unit except in emergencies." Reductions in force or hours do not constitute an emergency. In addition "extra-help" substitute teachers, members of other bargaining units, or volunteers are not to perform the duties of classified employees that have been laid off or have had their hours reduced.

Principals and managers are encouraged to develop this plan and share it with their classified staff members as soon as possible. A copy of the agenda for the meeting and a copy of the principal's plan should be kept on file in the site/department office for review by the Area Superintendent or Division Head as appropriate.


Questions regarding this should be directed to your Area Superintendent or Human Resources Officer.

San Diego Unified School District:

CSEA/OTBS Chapter 788



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San Diego Unified School District

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