



Berkeley Unified School District

March 15th Notice FAQ
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Q: What is the March 15 Notice?

A: The March 15 Notice is a formal, written document from a school district to employees informing them that they **may** be released for the following school year. If an employee has not received a layoff notice postmarked March 15, then the employee cannot be laid off.

The state-imposed layoff notice timing does NOT align with the state budget cycle. School districts will not know what their actual budgets will be for the following year until the state legislature passes its budget in mid-June.

The March 15 notice is a formal, written announcement from a school district informing its certificated employees and required by **Education Code section 44949**, that their services may not be required for the following school year. By law, BUSD must notice employees by March 15th. Employees who are impacted receive letters in person or by registered mail prior to March 15th in order to meet the **CA Ed Code §45117 timeline** for such notices.

The Classified notification is a newer practice in California. Starting in January 2022, **California law (AB 438)** changed the Classified layoff notification from 60 days notice to March 15th to match the Certificated process. This affords classified employees the same notice as certificated staff and time for the District to explore funding options and for the employees to exercise their rights to seek other employment.

Q: Where can I learn more about these notices?

A: Here are some resources where you can learn more about March 15 notices:

[CA Ed Code §45117](#)

[CTA - School Layoffs: What Educators Should Know](#)

[CFT - Layoffs - Know Your Rights](#)

Q: Why is the district sending these notices?

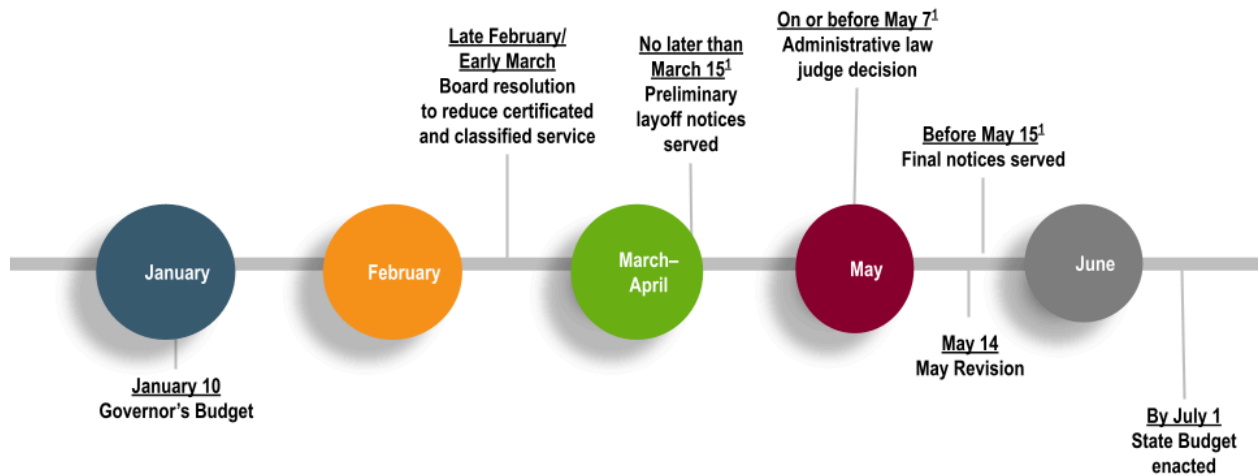
A: For 2026-2027, school districts across the state are making the difficult decision to make reductions in staffing and are considering making further cuts to various programs and services. Consequently, BUSD has identified a budget deficit for the coming school year.

We are also dealing with “soft monies” such as grants expiring and plans that have yet to be approved. We have to meet the March 15th deadline while the Superintendent’s Budget Advisory Committee (SBAC) reviews and makes recommendations to the Superintendent and the Board of Education works to approve a budget.

Q: What is the timeline for layoffs in relation to the annual budget cycle?

A: This slide represents the budget cycle, from January to June, including the March 15th Notices.

Certificated and Classified Layoffs and State Budget Timelines



¹Statutory deadlines per Education Code Sections 44949, 44955, and

Q: Will ALL classified employees receive a notice on March 15?

A: No, nor will all Certificated employees. In fact, most will not. Certificated and Classified employees with positions identified and approved for notification of potential layoff at the March 4, 2026 School Board meeting will be sent March 15 notices.

- Additionally per the BFT Contract, all Teachers on Special Assignment (TSA) will receive a notice of potential reassignment.
- Per the UBA Contract, any Administrators in Interim assignments will receive a notice of potential reassignment or a temporary release.
- Certificated staff on probation (which covers the first two years in the District or position) **may** receive a notice of non-reelection or release.

Q: Is this only happening in Berkeley?

A: No. State budget constraints are impacting districts throughout California. Other districts are having to consider reductions to their workforce as well.

Q: What has the district done to avoid potential layoffs?

A: Prior to making any consolidation to positions or programs, the district engages in a number of strategies, including the ones below.

- Evaluate and Remove Vacant Positions
- True Up Program Costs: Evaluate program costs and make sure allocation matches the true cost.
- Eliminate Expenses Covered in Other Funding Sources
- Evaluate Annual Unexpended Funds
- Look for Inefficiencies: Identify examples (programs and positions) where we duplicate efforts
- Transfer Expenses to Other Funding Sources
- Consolidate and Reduce (Positions and Programming)
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Q: If I receive the March 15th Notice, does that mean I will definitely be laid off at the end of the year?

A: No, it is a formal notice that you **may** be laid off and allows you to voice your concerns in a hearing process before a final decision is made. Employees who are definitely being laid off will receive a letter by May 15th.

Q: Why did I get a notice when some of my colleagues did not?

A: Employees throughout the district, including site and district office employees, will receive these notices. Being noticed can depend on many factors including positions on “soft funding,”

- Includes PTA monies, Expiring Grants, One-Time Funding, and Monies with Plans pending approval
- Includes LCAP and LCAP carryover, BSEP site discretionary, Federal Funding

Additionally, there **may** be a specific position or a whole classification that gets notified.

Q: Are there different types of notices?

A: Notices can include reassignment, temporary releases, probationary non-re-elections, and layoff notices for our Credentialed staff and probationary releases and layoff notices for our Classified staff.

Q: Do I have a right to a hearing?

A: Yes, you must submit your written request for a hearing within 7 days of receiving a March 15th notice.

Q: How do I request a hearing?

A: Instructions for requesting a hearing are included in the March 15th Notice.

Q: Is this related to my annual review or my job performance.?

A: March 15 notices are not related to job performance. Employees receive March 15 notices per the reasons above.

Q: This is really distressing me—what can I do?

A: We value each and every employee and understand that receiving a notice can be upsetting. Reach out to your union for help knowing your rights during this process, and let's be sure to be here for each other.



EAP
EMPLOYEE
ASSISTANCE
PROGRAM

Additionally, [the Claremont Employee Assistance Program \(EAP\)](#) offers a range of benefits for you and your family at no cost including:

- Short-Term Counseling
- Peer Groups
- Financial Advising
- Work/Life consultants

Learn more by visiting their [website](#).

Q: When will I know the final decision?

A: Before May 15th. If you do not receive a letter before May 15th, you are considered still employed for the 25-26 school year. Employees who are definitely being laid off will receive a letter by May 15.

Q: How is the final decision made?

A: Ultimately, this decision is informed by the district's final budget. The budget is developed during the year with input gathered from the Superintendent's Budget Advisory Council (SBAC), which includes labor partners, district staff, and community members. The Parent Advisory Council (IPAC), and other community groups provide input and feedback used to determine how to build the budget for 25-26. The decisions are all subject to Board approval.

Q: If I am laid off, when would my last day of work be?

A: This depends on your work calendar for the 24-25 school year, but the final date will be June 30, 2025.

Q: How will I know if I'm being laid off before March 15?

A: You won't know if you are being laid off on or before March 15th. You **may** get a March 15th Notice which informs you that you **may** be laid off and allows you to voice your concerns in a hearing process before a final decision is made. Employees who are definitely being laid off will receive a letter by May 15th.

Q: Where can I receive more information about this process?

A: The Human Resources department and union leadership teams will host webinars at the following dates/times:

Classified - 3/19/2026 at 3:30 PM via [Meet](http://meet.google.com/gbz-sfmb-mri) - <http://meet.google.com/gbz-sfmb-mri>

Certificated - 3/26/2026 at 3:30 PM via [Meet](http://meet.google.com/zyh-vsxd-zke) - <http://meet.google.com/zyh-vsxd-zke>