

# CLIENT NEWS BRIEF

## Reminder: The March 15th Noticing Deadline Is Around The Corner!

In the month of March, it is important to prepare for timely service of various notices of personnel action that must be sent during this period.

We recommend that the following actions be taken on or before March 15th:

- All non-reelection notices for second year probationary certificated employees should be delivered by *personal service*. First year probationary certificated employees may be served at any time, but we recommend serving them before March 15th. (Ed. Code §§ 44929.21, 44948.5.)
- All preliminary layoff notices for certificated employees must be delivered by *personal service* or sent by *certified mail, return receipt requested*. (Ed. Code § 44949.)
- All administrator reassignment notices must be delivered by *personal service* (with the employee signing an acknowledgement of service) or sent by *certified mail, return receipt requested*. (Ed. Code § 44951.)
- Notices for the release of temporary employees may be served any time before the end of the school year. (Ed. Code § 44954.) We strongly recommend personal service.

If you have any questions regarding the procedures governing certificated layoffs, releases, or reassignments please feel free to contact one of our [eight offices](#) located statewide. You can also visit our [website](#), follow us on [Facebook](#), or download our [Client News Brief App](#).

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