

## **LAYOFF PROCESS IN A NUTSHELL**

1. Department identifies allocations to be eliminated.
2. Departmental HR reviews deletions to determine whether the action will result in deletion of a filled position.

NOTE: A layoff occurs only when there are no vacant positions in the department in the identified classification to eliminate.

3. Board approves elimination of positions and, if a filled position is being eliminated, the issuance of layoff notices.
4. Departmental HR reviews seniority list to determine the employee(s) to be laid off.

NOTE: Layoffs are determined and executed within County Departments – by class and by ranking employees within a class. If a department is eliminating a program, function, or office, the normal layoff procedure by class is followed, then transfers are used as necessary to accomplish the desired staffing patterns.

5. Departmental HR finalizes seniority list and puts together layoff packet for each affected employee.

NOTE: Seniority lists are living documents. They change up until the effective date of a layoff anytime an employee leaves or joins a department, promotes within the department, takes an unpaid leave of absence, etc.

6. Departmental HR reviews seniority list(s) and layoff packet(s) with CAO/HR.
7. If the employee being laid off is in a represented bargaining unit, Labor Relations provides seniority list for affected classification to the Union.
8. Department serves notice of layoff to employee in person (recommended) or by mail at least twenty-one (21) calendar days prior to the effective date of separation. Employee(s) referred to S.E.E.K. program.
9. Employees with seniority in a previous class have two or five days (Units X, Z, G, D, E) to inform Human Resources that they intend to exercise their bumping rights.
10. If an employee exercising his/her bumping rights displaces an employee in the class to which s/he is bumping, Departmental HR goes back to Step 4 and repeats the steps with the newly displaced employee.
11. Laid-off employee(s) is placed on a departmental recall list and, if applicable, preferred eligible list(s).

## **KEY DEFINITIONS FOR THE PURPOSES OF LAYOFF**

Seniority: The length of continuous County service in a particular classification in any County department and all higher classes in the class series while occupying a permanent position.

Rank in Class: Where an employee falls in terms of seniority within his/her classification as compared to other employees in the same department and the same classification.

Permanent Employee: An employee (full or part-time) who has completed the probationary period and occupies a permanent position authorized in the County budget.

Ranking in Previous Class: When a permanent full-time\* employees elects to be ranked with employees in the same department in any equal or lower class in which the employee has served in permanent status.

*\*For Units X, Z, G, D, E and K, this applies to permanent employees without the restriction of being 'full-time'*

Bumping: When an employee who has been given a notice of layoff requests to be ranked in a previous class has more seniority than the least senior person in that classification, s/he may 'bump' the less senior employee.

Demotion in Lieu of Layoff: When a department head offers a permanent employee, who has been given a notice of layoff, a demotion to any class within the department for which the employee is qualified. The employee is placed on a departmental recall list and has right of restoration to the class from which s/he was laid off.

NOTE: No "Y" rating is authorized under these circumstances.

Recall List: A list of all employees in a class within a department who were laid off. For a period of one year, no new employee can be hired or any employee promoted to a class from which layoffs occurred in that department until all laid off employees on that departmental recall list have had the opportunity to return to work in order of recall.

Preferred Eligible List: A list of laid off employees who meet the eligibility requirements for a specific class and desire to be considered for employment in that class in any County department.

**General Guideline in the event of potential Layoffs (Consult your Reduction in Force (RIF) Manual)**

**March 11, 2009**

