

15. LAYOFF POLICY AND PROCEDURE

15.1. Policy

15.1.1. Reasons for Layoff

The City may lay off employees because of lack of work, lack of funds, material change in duties or organization, or in the interests of economy, efficiency, or other causes, as determined by the City Council.

15.1.2. Alternatives to Layoff

Whenever a layoff is anticipated, employees whose jobs may be affected will be notified of the situation and what options in the City may be available to them. Efforts will be made, when possible, to integrate affected employees into other available employment. Options such as part-time work schedules, job sharing, or reductions in class or pay may be used in lieu of layoff if approved by the City Manager as feasible and consistent with the City Council's policy.

15.1.3. Order of Layoff

The order of layoff among positions in the same class within a department shall be: seasonal or temporary workers first; then employees serving a probationary period; then all other employees. Once all seasonal or temporary workers have been considered for layoff, employees serving their probationary period will be considered for layoff if further reduction in the number of employees performing similar work is necessary. Then regular employees will be considered for layoff.

In deciding which persons shall be laid off and which shall be retained, job-related factors such as an employee's job knowledge, skill, and ability to do the required work; previous work experience, including ability to perform other jobs which the employee may be called upon to perform as a result of the reduction in force; attendance, safety and disciplinary records; work performance with the City; and efficiency of operations will be considered. When two employees are equally qualified under these factors, the employee with the most time served since the current hire date shall be retained.

15.1.4. Reinstatement

Employees who have been laid off are eligible for reinstatement for a period of one (1) year following the date of layoff.

15.2. Procedure

15.2.1. Designation of Employees to be Laid Off

In the event of a layoff, the Department Head shall provide the Personnel Office with a list designating the class, position, and names of employees to be laid off. It shall be the responsibility of the Department Head to provide the rationale for selecting particular employees within the same job class for layoff. The Personnel Office shall review the list for conformance with City policy.

15.2.2. Layoff Notice

Upon confirmation of the layoff list, the Department Head shall provide each affected employee notice of the layoff. Written notice of the layoff shall either be delivered to the affected employees in person or by certified, return receipt mail. If possible, the layoff

notice shall be delivered or mailed at least fourteen (14) days prior to the expected date of layoff.

15.2.3. Demotion in Lieu of Layoff

An employee who has been notified of the layoff may elect to be demoted to a vacant position in the same department if the employee is qualified for the position and if the position is to be filled. Such an employee shall be entitled to placement on the reinstatement list. If more than one employee seeks demotion to the same position, the Department Head shall select the most appropriately qualified laid off employee.

15.2.4. Reinstatement List

The names of persons laid off or demoted shall be placed on one or more reinstatement lists. All employees laid off from positions in the same class shall be placed on a single reinstatement list without regard to department. A laid off employee may request and receive placement on the reinstatement list for any City job class in which the employee previously worked in post introductory status. When a vacancy occurs in the same job class for which there exists a reinstatement list, the Department Head shall fill the vacancy using the appropriate reinstatement list. Names shall be placed on the reinstatement list in the order of the date of layoff.

15.2.5. Reinstatement Process

The most recently laid off employee on the applicable reinstatement list who is qualified for the position and is willing to accept employment in the class and department where a vacancy exists shall be reinstated. The Department Head may select the most qualified employee based upon the same considerations used to determine the order of layoff. An employee reinstated to a position in the same class and department as held prior to the layoff will not serve any additional introductory period.

15.2.6. Duration of Reinstatement List

The names of persons laid off shall be carried on a reinstatement list for two (2) years from the date of the layoff. Persons on this list who are appointed to positions in the same class from which they were laid off shall, upon such appointment, be removed from the list. An employee who refuses reinstatement to the same position from which the layoff occurred shall be removed from the reinstatement list. Persons reinstated to a position in a lower class from which they were laid off or called to work as a casual worker shall remain on the reinstatement list.

15.2.7. Rehire of Laid Off Employee

A laid off employee not recalled within two (2) years shall be eligible for rehire consideration to a position in the same class series as the employee held at the time of layoff.