

11.4 Reduction in Work Force

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Policy

Department Heads may reduce the work force in their respective departments by laying off an employee by reason of abolition of position, shortage of work or funds or other reasons outside the employee's control which do not reflect discredit on the work performance of the employee. The duties formerly performed by the laid off employee may be assigned to other permanent full-time employees who, in the opinion of the Director of Human Resources, hold positions in appropriate classes.

The order of lay off may be on the basis of work performance or on the basis of shortest continuous employment with the County, except that probationary employees, temporary part-time employees and temporary full-time employees will be laid off before permanent part-time and permanent full-time employees.

In instances where a lay off of a regular part-time or regular full-time employee occurs, the Department Head shall give at least five (5) days written notice to the employee and the Director of Human Resources indicating to the Director of Human Resources the reasons for such a lay off.

In instances where a Department Head does not indicate to the Director of Human Resources in writing, the reasons for the lay off and that lay off was for reasons not reflecting discredit of the employee, it shall be deemed a dismissal.

In every case of lay off of a regular employee, the Department Head shall give notice to the Director of Human Resources and the employee. Such notice is not subject to the five (5) day requirement applied to regular full-time or regular part-time employees.

Regular part-time and regular full-time employees who are laid off shall be placed on a listing for preference in any position in the same or comparable class that may open up in the County. They shall have the same preference for employment given to individuals on an approved leave of absence without pay.

Purpose

To establish written guidelines for accomplishing a reduction in work force to insure that regular employees are given adequate notice and are treated in a fair and consistent manner.

Procedure

- (1) Department Heads intending to reduce their work force should prepare a list of employees affected and give notice required as quickly as possible to the Director of Human Resources and the employees affected, but in no case less than five (5) days before the action takes place.

- (2) Employees laid off have the same rights and privileges to re-employment and insurance coverage as employees on a granted leave of absence without pay (see Section 4-9).
- (3) Employees laid off are eligible to receive Unemployment Compensation and will be informed of that fact by Human Resources. In the case of a large number of individuals, Human Resources must notify the Bureau of Employment Security.
- (4) Employees affected by action under this section are eligible for all compensation due in the same manner as cited in Section 11-2, procedure #5.