

**Policy number:** II-15

**Subject:** REDUCTION IN FORCE

**Revision:** one

**Approved:** Agency Board:  
Policy Council:

June 28, 2006

May 17, 2006

**Objective:**

Fair and effective personnel administration during time of budget or program changes.

**Policy:**

It is the policy of the agency to make every effort to retain employees as long as a need for their position exists. However, in the event it becomes necessary for the agency to reduce its number of employees, due to the shortage of funds or work, layoffs and recalls shall be conducted consistent with agency requirements, and in accordance with the procedures set forth below. The agency reserves the right to alter the layoff procedure in order to assure adequate output of services.

**Procedure:**

1. Whenever there are two or more employees in a position within each department, employees shall be selected for layoff in the following order:
  - a. Probationary (non-disciplinary) employees shall be laid off first;
  - b. Temporary and part-time employees shall be selected for layoff based on the following criteria:
    - 1) Demonstrated ability based on past and current performance;
    - 2) Promotability and transferability of skills to other positions within the agency; and
    - 3) Length of service with the agency.
2. All recommendations for temporary layoff, based on the above criteria, shall be reviewed by the Management Team. The Committee shall evaluate all available facts relevant to the layoff procedure. The Committee may conduct personal interviews, if deemed necessary or desirable, and shall decide which employees shall be laid off.
3. Employees selected for layoff shall be given as much advance notice as is reasonable and as circumstances allow. In the event of a layoff, the employee shall be entitled to pay for leave earned or special severance pay if Board approved.
4. Unless informed otherwise at the time of layoff, employees will remain on a recall list for a period of one year following layoff. While on the recall list, employees should report to the agency if they become unavailable for recall. An employee who fails to keep a current home address on record with the agency will lose his/her recall rights.

5. Employees will be recalled according to program need, classification, or ability to do the job. Notice of recall shall be sent by registered mail, return receipt requested, to the current home address furnished by the employee to the agency. Unless an employee responds to a recall notice within seven days following the day on which the notice was sent, the employee's name will be removed from the recall list and the employee will lose his/her rights with the agency.
6. Employees who are recalled from layoff within one year from the date of layoff shall be credited with the years of service accumulated at the time of layoff.