


# Memorandum



**Date:** July 30, 2009

**To:** Honorable Dennis C. Moss and Members,  
Board of County Commissioners

**From:** George M. Burgess  
County Manager 

**Subject:** General Information regarding Layoff Administration

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Prevailing economic conditions may necessitate service realignment and position eliminations. As a result, County employees may be impacted by layoff actions. Understandably, our employees have raised concerns regarding their individual situations; therefore, I would like to take this opportunity to update you on layoff and Pipeline Assistance Program procedures. While layoffs typically occur in the fall due to budget considerations, some layoffs also occur during the year for business reasons (e.g., a program is not funding itself or a grant-funded program ends).

The County workforce is comprised of two categories of employees - classified and exempt. Regardless of service class, employees who are terminated for cause cannot exercise any earned classified service rights and therefore cannot bump other employees.

- **Classified** - Employees who earn permanent status in *classified service* positions have layoff retention rights to each classification in which they serve. A retention score, comprised of time served in the classification and the employee's performance evaluation scores average, is calculated for each employee. Employees are then laid off in retention score order, lowest to highest, and placed on a layoff recall list for two years. During that period, new vacancies in the classification are filled by employees on the recall list, in retention score order, from highest to lowest.
- **Exempt** - Employees in the *exempt service* do not earn rights to their classifications and serve "at will." Although, employees retain rights to positions in the classified service which they may have served.

Both categories of employees are provided with 21 days notice of their layoff action. If the employee does not have classified service rights to exercise, the employee is provided with Pipeline Assistance. The Pipeline Assistance Program provides support to employees who have been impacted by layoff and have no classified service rights to exercise.

Human Resources (HR) assigns a Pipeline counselor to each displaced employee. The counselor meets with the employee, refers them to available vacancies for which they qualify, and discusses transitional information regarding employee benefits and sources of community assistance such as South Florida Workforce and United Way. Due to the limited number of vacancies during this difficult budgetary cycle, Pipeline employment referrals will understandably be limited. Department directors have been encouraged to provide a supportive, communicative environment to the affected employees during this stressful time. Additionally, HR is actively working with departments to seek creative ways to place or retrain employees for other available County jobs.

In addition to the 21 day layoff notice, employees are permitted to stay in active status for one additional pay period by using their accrued annual leave or elect to be placed on "leave without pay" while alternate placement efforts are underway. In the event the employee is unsuccessful in obtaining a new position, the employee will be separated from the payroll at the conclusion of the pay period and coded with "layoff" status. Subsequent to a layoff termination, former employees will be permitted to apply to jobs available only to County employees for a period of two years.

I trust this memorandum has been informative. Please accept my assurance that although we will not be successful in accommodating all employees, every effort will be extended to handle our reduction in force in an equitable and sensitive manner. Do not hesitate to contact me directly at 305-375-1880 with any specific questions.

c:           Honorable Carlos Alvarez, Mayor  
              Robert A. Cuevas, County Attorney  
              Denis Morales, Chief of Staff, Office of the Mayor  
              County Executive Office Staff  
              Department Directors  
              Charles Anderson, Commission Auditor