

LAYOFFS

SUMMARY

The Mayor or department director may lay off any employee in the County service whenever such action becomes necessary due to lack of work or funds, the abolishment of a position, or material changes in duties or organization. This procedure explains the layoff process.

PROCEDURE

1. The department director requests, in writing, to the Human Resources Department Director to initiate a layoff action at least 66 days in advance of the proposed effective date. The notice shall include the occupational code of the affected position(s) and the total number of positions. In the case of Exempt positions, specific employees must be identified for layoff action.
2. In layoff situations permanent status employees in the classified service are given retention preference over probationary, emergency, substitute, or temporary employees occupying a regularly budgeted County position in the same job classification. The layoff order of employees with permanent status in a job classification will be determined by the retention score for each employee in the affected job classification. A retention score for a specific job classification is a discrete point value score, carried out to two decimal places, and derived from all applicable seniority credit. The rank ordering of employees by retention score in a specific job classification constitutes a retention list for that job classification.
3. Bumping, when an employee exercises his/her classified service rights based on seniority, will occur first within the initiating department. The employee(s) with the lowest retention score(s) will be laid off first. Permanent employees with the lowest retention scores will have bumping rights for classifications within their departments first, and then enter a Countywide bumping process. Vacant positions in the Countywide Table of Organization for each classification will be filled first before employees are bumped.
4. The Human Resources Department Director issues a letter to each affected employee advising him or her of the layoff action. This notice will contain information on the employee's retention status and future employment rights.
5. The Human Resources Department will provide these letters to each department.
6. Departments will notify and distribute letters to each affected employee on the date of the letter.

Note: Departments do not independently prepare layoff notices. This is done only by the Recruitment, Testing and Career Development Division of the Human Resources Department.

CONTACT(S):

Department/Division

Human Resources Department/Recruitment, Testing and Career Development Division

REFERENCE DOCUMENT(S):

Layoff Procedures Manual

Collective Bargaining Agreements