

SUMMARY

This procedure outlines Miami-Dade County's layoff process and the steps for prioritizing impacted County employees when hiring within Miami-Dade County.

PROCEDUREInitiation of Layoff Action

1. A layoff may be initiated by the Mayor or Department Director when necessary due to lack of work or funding, abolishment of a position and/or material changes in job duties or within the organization. This action results in the involuntary separation of an employee from County service.
2. The Department Director submits a written request to the People and Internal Operations Department (PIOD) Director for the initiation of a layoff action at least 66 days in advance of the proposed effective date (45 days allotted for retention score calculation, 21 days notification for the impacted employee).
3. The notice shall include the occupational code of the affected position(s) and the total number of filled positions. In the case of Exempt positions, specific employees must be identified for layoff action.

Employee Retention and Bumping

4. During a layoff, permanent status employees in the classified service are given retention preference over probationary, emergency, substitute, or temporary employees occupying a regularly budgeted County position within the same job classification.
5. 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 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.
6. Bumping refers to the act of exercising classified service rights, based upon seniority scores in a classification and occurs first within the initiating department.
7. Employees have bumping rights for classifications within their department first, and then exercise classified service rights in a Countywide bumping process. Employee(s) with the lowest retention score(s) will be laid-off first.
8. Vacant positions on the Countywide Table of Organization for each classification will be filled first before employees are bumped.

Notification Process

9. The PIOD Director issues an official layoff notification to each affected employee. This notice will contain information on the employee's classified service rights.
10. The PIOD Recruitment Unit will provide the notices to each department where there is a direct impact.
11. Departments will notify and distribute letters to each affected employee within 24 hours of the date of the letter.
12. Departments shall not independently prepare layoff notices. All layoff notices are issued solely by the PIOD Director.

Transition Assistance

13. Employees who cannot exercise classified service rights are placed on a recall list in order of retention score for a maximum of two (2) years. Recall lists shall have priority over all other lists in the filling of vacancies for impacted classifications.
14. Transition Assistance will be provided to impacted employees to facilitate consideration for other County employment opportunities for which they qualify. This assistance does not guarantee job placement or preservation of compensation or benefits.

Priority Hiring in County Enterprise Departments

Employees who are laid-off shall receive priority consideration when hiring within County Enterprise Departments, defined as those funded primarily through proprietary funds which may have budgetary flexibility and staffing needs.

PIOD shall:

1. Maintain up-to-date records for all laid-off County employees to include name, employee identification (EID), current department, job classification, and qualifications.
2. Review employee records to determine whether qualifications and skillset meet the minimum requirements for available positions within Enterprise Departments and refer for consideration.
3. Alternatively, if no immediate job match is identified, PIOD will provide Enterprise Departments with resumes of impacted employees for hiring consideration for future or anticipated vacancies.
4. Track placement of impacted employees.

Enterprise Departments shall:

1. Give priority consideration to referred laid-off employees who meet the position minimum qualifications and are aligned with the job requirements.
2. Expedite recruitment, onboarding and approvals to minimize or eliminate any break in service for laid-off employees.

CONTACT(S):

Department/Division

People and Internal Operations Department/Recruitment, Testing and Career Development Division

REFERENCE DOCUMENT(S):

Layoff Procedures Manual/ Collective Bargaining Agreements