

Guide to Layoff Procedure

In the event of a layoff or reduction, the following steps would be taken. The idea is that you would move through each of the steps until a position is available.

- 1) Vacant position in the same classification with an equal assignment.
- 2) Vacant position in the same classification with an increased assignment that most closely approximates the employee's hours per day and days per year.
- 3) Vacant position in an equal classification with an equal assignment where the equal classification is within the same job family and the duties and qualifications for the equal classification are substantially similar to that of the classification currently held.
- 4) Vacant position in an equal classification with an increased assignment that most closely approximates the employee's hours per day and days per year and where the equal classification is within the same job family and the duties and qualifications for the equal classification are substantially similar to that of the classification currently held.*
- 5) Bump a less senior employee with the least seniority in the same classification with an equal assignment.
- 6) Bump a less senior employee with the least seniority in the same classification with an increased assignment that most closely approximates the employee's hours per day and days per year.*
- 7) Bump a less senior employee with the least seniority in a previously held equal classification with an equal assignment.
- 8) Bump a less senior employee with the least seniority in a previously held equal classification with an increased assignment that most closely approximates the employee's hours per day and days per year.*
- 9) Bump a less senior employee with the least seniority in the same classification with a decreased assignment that most closely approximates the employee's hours per day and days per year.
- 10) Bump a less senior employee with the least seniority in a previously held equal classification with a decreased assignment that most closely approximates the employee's hours per day and days per year.
- 11) Bump a less senior employee with the least seniority in a previously held lower classification with an increased assignment that most closely approximates the employee's hours per day and days per year.
- 12) Bump a less senior employee with the least seniority in a previously held lower classification with an equal assignment.
- 13) Bump a less senior employee with the least seniority in a previously held lower classification with a decreased assignment that most closely approximates the employee's hours per day and days per year.

***A more senior person in the classification subject to layoff would be offered this option before a less senior person.**

****If #3 or #4 are a possibility for an incumbent, that option would be offered along with the option to exercise bumping rights (due to the requirement to serve a 6 month probationary period).**