

## ARTICLE 17 – LAYOFFS

### A. Layoff and Notice of Layoff.

When in the sole opinion of management it is necessary or advisable to reduce the workforce, the Union shall be notified and the following procedure shall be implemented. Employees shall be given at least two weeks notice of layoff.

### B. Bumping Procedure.

The County shall select the positions or classifications to be eliminated and the effective date of the layoff. The persons occupying such position or classification will be laid off unless they have previously held satisfactory, regular employment status in a lower paid position or a position in the same classification occupied by a person with less seniority in the department. A person occupying the position or classification to be eliminated may bump to a position in the same job classification occupied by an employee with less seniority, or down to a lower position within the department chosen by the employee. The employee may bump only to a position which that employee previously held within the department, or to an equal or lower classification in the same department related by career ladder for which the employee is qualified.

A laid off employee may bump to a formerly held, equal or lower paid position which is outside the department and within the bargaining unit, provided that the employee held the position within the 5 years (60 calendar months prior to the notice of layoff; and provided further that the employee's performance was satisfactory in that position, the employee is qualified to perform all the duties of the bumped position and the employee possesses required licenses and certifications, as determined by the County.

The person bumped shall have less seniority and shall be the person laid off, subject only to that person's ability to bump another. There shall be no bumping to a higher paid position. There shall be no bumping into the bargaining unit from a position not included in the bargaining unit on the date of layoff.

### C. Recall and Notice of Address Requirement.

For up to thirteen months after layoff, employees shall be informed of openings in positions or classifications for which the employee is qualified, by mail to the address on file in the Personnel Department. The employee shall keep the Personnel Department informed of the current address. During this one year period, laid off employees shall be given consideration to fill openings for which the employee is qualified.

### D. Bargaining Unit Seniority and Loss of Seniority.

Seniority shall be determined based upon years of continuous service within the bargaining unit. All seniority shall be lost after thirteen (13) months in layoff status, or upon leaving the bargaining unit due to transfer, promotion, reclassification, job separation or other personnel action.