

LAYOFF

AGENCY CONSIDERATIONS:

- Designation of business functions to be eliminated or reassigned
- Designation of work unit(s) and impacted position(s)
- Use of pre-layoff leave up to 80 hours.
- Willingness to use the substitution rule.
- Timing of Initial Notice – *minimum 2-week* notice required

IMPLEMENTATION:

- Full-time and part-time classified employees
- Implement reduction in work force using uniform criteria when necessary to:
 - o reduce number of employees or to reconfigure work force
- Decision to implement layoff must be non-discriminatory

LAYOFF BENEFITS:

- Placement options within the employee's agency;
- Preferential considerations prior to layoff in other agencies (Yellow Form holder);
- Recall rights;
- Preferential hiring during Leave Without Pay-Layoff (Blue Card holder);
- Re-Op Pool

JOB PLACEMENT PROCESS:

- Identify placement options *within* agency
- Place by seniority (total continuous salaried state service) in valid vacancies results in reduction in pay or relocation.
- If a valid vacancy offered and declined, which does not require relocation or reduction in salary, agency under no further obligation and employee not entitled to layoff or severance benefits

MINIMALLY QUALIFIED:

- Agency management determination
- Compare EWP of vacant position against employee's work experience, knowledge, skills and abilities
- Able to satisfactorily perform duties after a 6-month period of orientation to the new position

INITIAL NOTICE:

- Yellow Form issued
- Provides preferential consideration for valid vacancies in any Executive Branch agency:
 - o when minimally qualified and
 - o without competition from applicants outside the hiring agency
- Use for jobs in same or lower pay band with application

FINAL NOTICE:

- Blue Card issued
- No placement options exist – employee placed on Leave Without Pay-Layoff
- Provides preferential consideration for valid vacancies in any Executive Branch agency:
 - o when minimally qualified and
 - o without competition from applicants outside the hiring agency
- Extends for 12 months from effective date or until the employee:
 - o is recalled,
 - o resigns,
 - o retires, or
 - o obtains employment in another classified position in pay band equal to or higher than former position with equal to or higher salary

RECALL/RE-OP POOL: (Reemployment Opportunity)

- Voluntary program whereas, employees on Leave Without Pay-Layoff enter work credentials into a centralized database managed by DHRM.
- Executive Branch agencies can pull from Re-Op Pool before advertising vacancies