



## **ADMINISTERING LAYOFFS**

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Cancels: Res # I-2 • Reference: Employer Layoff Guidelines document

This policy applies to all Whitman County employees, unless otherwise addressed in a bargaining unit contract.

### **Definitions:**

**Layoff** – The termination of an employee based on the elimination of his/her position with possible return through a recall list.

**Recall List** – a list of laid off employees who may be reinstated within a period one year or a period of time indicated through a collective bargaining agreement.

### **1. Whitman County Reserves the Right to Layoff Employees.**

Whitman County may layoff employees due to lack of work, reorganization, elimination of services/functions, budgetary decisions or other reasons deemed necessary by the elected official/department head. Layoff is not a “for cause” separation and should not be used in its place.

### **2. Consideration for Layoff Shall be Made Primarily by Classification, Regular Status and Performance.**

Elected officials/department heads shall identify by classification the positions to be eliminated within their departments. Within the classification, employees shall be selected first based on regular status. No regular full-time or part-time employees shall be laid off while another person in that classification is employed in a probationary period or on a temporary basis. Employees shall then be selected based upon performance, followed by qualifications and seniority.

Elected official/department head approval is required for all layoffs. Human Resources shall be consulted during the layoff process for review of conformity to county policy, collective bargaining agreements and legal requirements.

Elected officials/department heads are encouraged to reference Whitman County’s “Layoff Guidelines” document when determining the appropriate positions and employees for layoff.

### **3. Employees May be Moved to Other Positions in Lieu of Layoff.**

Regular employees facing layoff shall be considered for open positions, in which they are qualified, prior to their scheduled separation from Whitman County. Movement to an available

position shall be at the discretion of the department head/elected official and in accordance with the County's compensation plan.

**4. Employees Shall be Given Four Weeks Written Notice of Layoff.**

Employees shall be provided four calendar weeks written notice of layoff. At the elected official/department head's discretion, employees may be placed on paid administrative leave during the four week period.

**5. The Names of Laid Off Employees Shall be Placed on a Recall List for One Year.**

The names of regular employees laid off shall be placed on a recall list for a period of one year from the effective date of layoff. It is the employee's responsibility to provide Whitman County with updates to contact information.

Laid off employees will be notified of all job vacancies within the County for one year. The order of call back shall be in reverse with the last employee laid off being entitled to the first chance at any open position, subject to the laid off employee being qualified. The employee's classification upon returning to work shall be that of the job to which he/she returns regardless of what his/her regular classification may have been at the time of the layoff.

When a job vacancy opens, Whitman County will mail a certified notice to the last known address of the employee. If the employee fails to respond within one week of receipt he/she shall forfeit all call back rights. If a response is made indicating the employee is interested in the position, the laid off employee will be given primary consideration for the opening. The elected official/department head shall be responsible for determining if the former employee meets all the necessary job requirements prior to considering other applicants. Employees hired through the recall process are subject to a new probationary period unless hired to the same department and classification from which they were laid off.

Laid off employees may request to be removed from the recall list with written notice to the Whitman County Human Resources Department.

**6. Employees Recalled Within One Year Shall be Reinstated with Certain Employment Rights.**

Employees recalled within one year shall be reinstated with specific rights.

- a. Sick and floating holiday monthly accruals and balances shall be reinstated at the levels recorded upon the layoff's effective date. Employees shall not earn accruals during the period of layoff.
- b. Monthly accrual levels for annual leave shall be reinstated but balances shall not. Annual leave balances cashed out at the layoff date may be restored by the employee paying the full cash value of the leave restored. Leave restoration shall be no higher than the balance in place on the layoff's effective date. Employees shall not earn accruals during the period of layoff.
- c. The hire date shall be adjusted to reflect the time on layoff, but the employee shall retain the seniority earned upon the effective date of the layoff, unless hired in to a collective bargaining

agreement that stipulates otherwise. The period of layoff shall not be counted toward seniority.

- d. Employees recalled to their former department and classification may be compensated at the same pay range and step level as at the time of layoff. Otherwise, employees will be paid at the range and step of the new classification and in accordance with the County's compensation system.