

# Civil Service

## Layoff Procedure Outlined

SUBJECT: Reduction in Force, Layoff Procedures and Computation of Service Credit.

Recent reductions in force in some departments have raised questions from appointing authorities and employees concerning the reduction in force procedures under the Civil Service Rules and Regulations.

The Civil Service Commission believes that the conditions requiring a reduction in force will be unique to each department. Procedures for any one department should be established through consultation of the department head and the Civil Service Director to take into consideration the needs of that department. Any over-all procedure that is drafted would not answer all of the problems that would arise in the case of a drastic reduction in force.

It is fundamental to a reduction in force that the department must maintain an efficient operating force **after** the reduction has been made. Civil Service Regulations are designed to protect the tenure of the employee, but at the same time insure the continued efficiency of the state service.

Departments facing a reduction in force must first determine the organizational unit within which cuts must be made, the geographical areas, and the specific positions to be eliminated. The provisions of the Civil Service Rules and Regulations can then be applied.

The following outlines the provisions of the Rules and Regulations concerning layoffs:

Authorization for layoffs is contained in Rule XIV of the Civil Service Rules and Regulations.

Under this rule layoffs may be made because of abolition of positions,

shortage of funds or work, a material change in duties, or a change in an organization unit, or for other related reasons which are outside the employee's control and which do not reflect discredit on the service of the employee.

Layoff of employees shall be made in inverse order of service credit (see below) in the class and in the division or other organization unit involved.

The following actions are authorized by the Civil Service Rules and Regulations for departmental layoffs. Please refer to Rule XIV for general provisions for layoff.

1. Terminate all emergency employees in the classification involved in the layoff before laying off other employees.

2. Terminate all temporary employees in the classification involved in the layoff before laying off provisional, trial service, conditional or regular employees.

3. First provisional and secondly trial service employees must be terminated before regular employees in any specific classification. To determine the order of layoff for these employees use the point system given below on this sheet.

4. Conditional employees will be regarded the same as regular employees.

5. Total time served in a classification shall be counted in determining seniority. For example, if an employee serves consecutively as provisional, trial service and regular, or as conditional, trial service and regular, total time would be counted (with the exception of a possible previous emergency appointment which would not be counted).

6. Employees may be demoted, in