

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

Topic: Layoff Reemployment List Process	
Subject: Layoffs	Revised: August 2004
CSC Rule: 10.03(a), 10.03(g)	Approval: _____
Location: P:\PERSONNEL DEPT. POLICIES - 2004\Final Policies 2004\LAYOFFS\Layoffs - Reemployment List Process.doc	Date: _____
	Note: Original signed copy on file in Personnel Department.

Reemployment lists will be established and certified in the following order:

REEMPLOYMENT (Lists 1-3) - ABSOLUTE RIGHTS

1. Permanent Employees - passed probation - achieved status
2. Probationary Employees - completed less than 6 months
3. Employees without time in class but have a reemployment right based on class series or occupational group determination

These lists should be certified in order: 1, 2, 3. We will have to check and see whether the hiring department is the same department that laid off in this job class to determine whether or not that department gets one or three names.

4. LAYOFF OPEN - ALTERNATE EMPLOYMENT: These are not absolute rights, and the candidates are tied for third for an interview. Candidates must meet M.Q.'s and fill out an application.