

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

Topic: Layoffs – Reemployment	
<p>Subject: Layoffs</p> <p>CSC Rule: 7.05(c), 9.01(c), 9.06, 9.07(f), 9.07(n), 10.03(a), 12.05(e)</p> <p>Location: P:\PERSONNEL DEPT. POLICIES - 2004\Final Policies 2004\LAYOFFS\Layoffs - Reemployment Policy.doc</p>	<p>Revised: May 2005</p> <p>Approval: _____</p> <p>Date: _____</p> <p>Note: Original signed copy on file in Personnel Department.</p>

1. All employees who are laid off or reduced in lieu of layoff shall be thoroughly counseled by a Personnel Analyst. Employees who do not wish to be counseled or placed on lower related lists shall be placed on a reemployment list for the position they were laid off or reduced from. However, if any employee indicates that he/she wishes to receive a sick leave payoff, they must forgo placement on the reemployment list (Ord. 2.44.060(i)(1)(2)). Employees shall be certified from reemployment list in accordance with Rule 9.01 and 10.03.

Any employee who contacts Personnel within five business days after layoff will be scheduled for reemployment counseling at a future date. Failure to contact Personnel within ten business days without good cause shall be deemed to be a waiver of a request for reemployment counseling and placement on reemployment lists other than the one established for the position from which the employee is laid off.

2. The word "lower" as used in the phrase "lower related class" in Rule 9.01(c) shall be defined as "job classification from which the employee was laid off, or clearly within the same occupational group in the County's classification system as determined by the Personnel Director."
3. The word "related" as used in the phrase "lower related class" in Rule 9.01(c) shall also include classes in career series into which an employee has the right to reduce in lieu of layoff per Rule 12.05(e) at the same or lower salary range as the class(es) to which the employee has the right to reduce to prior permanent status.

The word "related" shall not include supervisory classes unless the laid off employee was previously permanently appointed to a supervisory class in the County service.

4. The persons reemployed or appointed to permanent County positions shall be removed from all reemployment lists for classes at the same or lower salary range as the class to which the person is reemployed or appointed.

In interpreting this section, the Personnel staff has advised a person placed on reemployment list that the person's name will not be removed from lower-paid classes upon reemployment if those lower-paid classes are part of a career series, the top classification of which has a higher salary level than the classification into which the person is initially reemployed. It is our belief that this interpretation is in keeping with the Commission's intent in its Reemployment Policy.

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5. Employees who are laid off shall be given the opportunity to be placed on open employment lists [pursuant to Rule 7.05(c)] for classes for which they meet the minimum qualifications. In such cases the employee's name shall remain on the list for one year as the tie score for the third score on the employment list, or as lowest score, if fewer than three scores exist on the list.

If reemployed or employed in a permanent County position, the employee's name shall be removed for all such open and reemployment lists for classes at the same or lower salary range as the class to which he/she is reemployed or appointed.

The existence of one or more such names of laid-off employees on reemployment lists shall not prevent the County from developing a new eligible list pursuant to Civil Service Rule 9. The existence of reemployed employees' names on an open list shall not prevent the certification of three or more eligibles placed on an eligible list by competitive examination.

Paragraph No. 5 applies only to employment lists for classes which are clearly entry level into a career series, and which are at the same or lower salary range as the class from which laid off. This paragraph does not apply to employees who reduce in lieu of a layoff.

6. The Personnel Director may place names on additional reemployment lists or deny placement on reemployment lists for unusual circumstances including: duties peculiar to a specific position but not to the class, and traditional salary and occupational relationships between classes.
7. Pursuant to Rules 9.06 and 9.07(f), the Personnel Director may remove or withhold a name from an eligible list if the employee does not communicate an availability for placement on an eligible list within five business days. (NOTE: IN THE EVENT OF A GREATLY INCREASED NUMBER AND DISPARITY OF POTENTIAL LAYOFFS, THE TIME LIMIT FOR CONTACTING PERSONNEL MAY BE NOTICED AS UP TO TEN BUSINESS DAYS.)