

PA- 4: Layoffs

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1. STATEMENT OF POLICY

- a. If it becomes necessary to reduce the work force, consideration for retention will be based on the following priorities.
 - (1) Those employees with the best records of performance and who possess skills and abilities which are essential.
 - (2) Those employees with the best records of performance.
 - (3) Those employees with the greatest seniority.
- b. Recall. Employees who have been separated as a result of layoffs are eligible for reinstatement to future vacancies for one year after separation. Priority consideration will be given in the order specified in paragraph 1 above.

2. NOTIFICATION.

The County Administrator is responsible for providing notification of separation.