PA-4: Layoffs

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.