

Sample Only

Clallam County

Uniform Personnel Policies and Procedures

Excerpt from: 4 Recruitment, Examination, Appointment and Personnel Changes

Section 4.8 Layoffs and Section 4.9 Sheriff Office Seniority

4.8 Layoffs

4.8.1 Reason for Layoff

The County, by and through its' department heads may layoff an employee because of abolition of position, shortage of funds or work, a material change of duties, physical inability to perform the assigned duties, change in an agency or for other reasons which do not reflect discredit on the employee. Duties performed by laid off employees may be reassigned to other employees already working, who hold positions in appropriate classes. A temporary or permanent separation of an employee from the County's service as a penalty or disciplinary action shall not be considered a layoff.

4.8.2 Notice of Layoff

Written notice of a pending layoff shall be given to any regular full-time or part-time employee, at least two (2) weeks in advance of the effective date, except in emergency situations. Probationary, temporary and provisional employees may be laid off without prior notice.

4.8.3 Bumping Rights

1) Non-Represented Employees. Any non-represented employee who is displaced from his/her job by reason of layoff or reorganization may displace another employee within his/her department in a job of lower classification or within the same job class with less time in grade, provided he/she is qualified to perform the position of the less senior employee. Sheriff's non-represented employees may also displace another Sheriff's represented employee with less time in grade in any position which has been previously held.

2) Sheriff's Represented Employees. Any represented employee in the Sheriff's Department who is displaced from his/her job by reason of layoff or reorganization may displace another employee in a represented position within the Sheriff's Office with less time in grade in the same job class or within an equal or lower job class provided the job class is within the same career track and he/she has held the position previously.

3) Other Represented Employees - Bumping rights shall be as specified in the applicable labor agreement.

4.8.4 Recall Rights

Employees who have been laid off should be given first consideration over other applicants for positions which might arise subsequent to their layoff, provided they are qualified to perform the work of the position.

In the event the position of the laid off employee is reinstated, or a vacancy occurs within six (6) months of the time the employee was laid off, that employee shall have first right of refusal to their prior position. It shall be the employee's responsibility to maintain contact with the County in the event of layoff, not the County's responsibility. Failure to do so will disqualify the employee from consideration.

Sheriff's department employees who have been displaced due to lay off or bumping shall be recalled to their previously held classification in inverse order of seniority.

4.9 Sheriff's Department Seniority

4.9.1 Seniority

Seniority as used in these rules shall be applied as follows:

- 1) Date of seniority shall mean the date of hiring in a regular position within the employee's career track, as defined in the job description. In the case of demotion, reallocation, reclassification or layoff, with the exception of employees in the Administrative Career Track, employees who accept positions within other career tracks do not have the right to return to their formerly-held positions. When an employee accepts a position in a class outside his present career track, the employee to his previous position. Provisional, temporary or emergency appointments shall not be included when calculating the seniority date.
- 2) Employees promoted within career tracks shall continue to gain seniority within all subordinate classifications which the employee has held in that career track.
- 3) Employees in classifications within the administrative career track continue to gain seniority in subordinate positions that they have held in subordinate career tracks.

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