

COUNTY OF RIVERSIDE HUMAN RESOURCES

Layoff Procedures

This information on the layoff process is not intended to replace the MOU's. It is only an overview of the layoff process. Specific labor agreements should be consulted for technical detail regarding layoffs.

Layoff

Prior to the implementation of any layoff strategy, a department must discuss all alternatives with the Executive Office. The CEO will determine whether Board approval is needed. If layoffs are necessary, the department head designates the job classes and number of positions to be eliminated. The affected department notifies their HR Services Manager.

*See attached
Flowchart for
complete process*

The Employee Relations Division will meet with the department for review and approval of their layoff plan. If a number of employees are to be laid off, Human Resources will conduct a group meeting with them for layoff procedure, benefits, and in-placement information.

Employees are eligible for individual employment counseling sessions. Candidates are instructed to bring a resume with them to their counseling session.

Determination of Layoff

Layoffs of regular employees within each classification shall be based primarily on date of hire, with the least senior employee being laid off first. Layoff of employees holding a job classification shall be made in the following order of employment status:

- 1) Temporary promotion employees must be returned to former class;
- 2) Probationary new employees;
- 3) As a group: probationary transfer employees, probationary promotional employees, and regular employees.

Department Responsibilities

- A) After conferring with their CEO budget analyst, the department will notify the Human Resources Department of impending layoffs. An Employee Relations representative will meet with the department for approval of the layoff plan.
- B) The department will provide Employee Relations with of a list of employees being affected by the layoff.
- C) Following approval by Employee Relations, the department head notifies the union at least 24 hours in advance of official notices to the employees. Employee notices require a minimum of 14 calendar days prior to the effective date of action.
- D) The department makes a final notification to the Human Resources Department of which employees are being laid off, who is bumping back (voluntary demotion), and whether employees are retiring in lieu of layoff.
- E) The department is responsible for maintaining the Departmental Reinstatement Lists.

- F) Later, any vacancy to be filled within a department must be offered first, in order of seniority, to individuals on the Departmental Reinstatement List for the job class they are filling.

Job Match

When County employees are laid off, a Human Resources team member who serves the department will change the resume source code to the layoff source code and place notes in the resume summary. If no resume is on file, the resume is submitted to the Job Match Operator staff, with instructions to submit under the layoff source code.

Referrals

Layoff candidates, who meet the minimum qualifications, will be referred for all classifications within their specific bargaining units before any other candidates. Departments are required to notify the Human Resources Department in writing why a layoff candidate is unacceptable before outside candidates will be referred. The HR Services Manager for the team must give approval before outside candidates can be referred.

In-placement

The in-placement process will continue for up to two years. The affected department will be responsible for maintaining the Departmental Reinstatement List and notifying laid-off employees as positions become available within the department.

Human Resources will be responsible for referring layoff candidates for interviews for up to two years. Layoff candidates will be removed from the in-placement process when they are hired in any regular position, or when their name is no longer on a Departmental Reinstatement List. Also, the laid off employee may request in writing to be removed from in-placement process.

It is the responsibility of the employee to notify their department and Human Resources, in writing, of any changes in their current mailing address.