

Subject:	REDUCTION-IN-FORCE
Section:	PPG# 2606
Chapter:	Personnel
Effective Date:	7/1/98

POLICY

Reduction-in-Force

Whenever the board contemplates a reduction of staff because of shortage of funds, lack of work, or staff reorganization of the department, notice shall be given to the affected staff members. Procedures for the reduction-in-force of represented staff are provided for in the labor agreement. Reduction-in-force shall be made by the board upon the recommendation of the chief.

Any complaint by a regular staff-member that the layoff was in bad faith shall be investigated by the secretary, who shall submit a report and recommendation to the board of commissioners. If the board finds that the layoff was irregular, it may order the reinstatement of the regular staff member (s).

Notice of layoff shall be given to the staff member (s) at least one week before the effective date of the termination. A terminated staff member (s) shall have his/ her name placed on the eligibility list of the classification to which his/ her position was allocated.