

Title: Layoff and Recall
Policy Number: 119
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Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County that, if the County must reduce its workforce because of adverse economic or other conditions, layoffs and recall from layoffs generally will be conducted in a manner that is consistent with County requirements, collective bargaining agreements and in accordance with the procedures described below.

Comments:

- (1) The County will attempt to avoid layoffs and, whenever possible, will consider alternatives to layoff before any final decisions are made. In the event that a layoff is expected, the County will attempt to communicate information about an impending layoff as soon as possible.
- (2) Layoffs that are expected to be temporary generally will be handled according to the provisions of this policy. Selections for layoffs that are known to be permanent will be made according to this policy and then handled according to policies outlined in Termination of Employment.
- (3) Employees whose job classification is represented by a union shall adhere to layoff procedures outlined in their respective collective bargaining agreement. Non-Union employees who are paid on an hourly basis, within each affected department typically will be selected for layoff in the following order:
 - (a) Temporary and part-time employees will be laid off first;
 - (b) New employees who have not completed their introductory period, will be laid off next; and
 - (c) Full-time employees will be laid off next, based on their demonstrated ability to perform the available work.
- (4) Exempt employees within each affected department typically will be selected for layoff based on evaluation of the following criteria:
 - (a) Demonstrated current and past performance;

- (b) Promotion potential and transferability of skills to other positions within the department.
- (5) Employees chosen for layoff will be given as much notice as is required by law. Except for emergencies, such as equipment failure or weather, a full time employee who is to be laid off for more than one (1) week will be given a ten (10) day notice prior to the layoff. No notice will be given for layoffs of a shorter period caused by lack of work, equipment failure, weather, or similar incidents.

Employees will be informed of the reason for the layoff, the estimated length of the layoff, and any rights they have to appeal their selection for layoff to the Board of Supervisors.

- (6) Employees who are laid off will be maintained on a recall list for six (6) months or until the County determines the layoff is permanent, whichever occurs first. Removal from the recall list terminates all job rights the employee may have. While on the recall list, employees should report to the Human Resources Department if they become unavailable or unwilling for recall i.e. obtain other employment. Employees who do not keep a current home address on record with the Auditor's Office/Payroll Division will lose their recall rights.
- (7) Employees will be recalled according to business need, their job classification, and their ability to perform the job. Notice of recall will be sent by registered mail, return receipt requested, to the current home address on record with the Auditor's Office/Payroll Division. Unless an employee responds to the recall notice within seven (7) business days following receipt of the notice, or its attempted delivery, the employee's name will be removed from the recall list and the employee will no longer have any job rights with the County.
- (8) Seniority will continue to accumulate during any layoff of thirty (30) days or less. Employees laid off for more than thirty (30) days and subsequently recalled within one year from the date of layoff will be credited with the years of service accumulated at the time of layoff.
- (9) If the layoff is expected to exceed thirty (30) days, the employee shall be paid for all accrued vacation, compensatory time and any other form of paid leave with the exception of sick leave. The employee shall be paid at the hourly rate in affect at the time of layoff. Employees who are laid off will not accrue sick leave, vacation or other forms of paid leave during the layoff.