



- 32 one job class in a series and the number of employees selected for layoff in other  
33 job classes in the same series.
- 34 d. Emergency, temporary, on-call, intermittent, and probationary employees shall  
35 be laid off before permanent employees in the same job class and organization  
36 unit. Emergency, temporary, on-call, intermittent, and probationary employees  
37 may be laid off in any order according to the preference of the Appointing  
38 Authority. Term employees are not considered in layoffs since they are  
39 employed until the termination of the project for which hired.
- 40 e. Permanent employees shall be laid off in accordance with a uniformly applied  
41 procedure in which the order of layoff shall be by inverse order of seniority. If it is  
42 found that two or more employees in the unit in which layoff is to be made have  
43 an equal seniority rating, the order of layoff shall then be determined by the  
44 employees' most recent performance evaluation ratings or in a manner  
45 recommended by the Appointing Authority and approved by the Civil Service  
46 Commission.
- 47 f. The Commission may make an exception to the order of layoff by inverse order  
48 of seniority by approving a request by an Appointing Authority for layoff of one  
49 employee to retain the service of another employee who would immediately meet  
50 the needs of the department. This request must include the specific job duties  
51 which will be performed and the reasons the employee recommended for  
52 retention should be retained and the other employee laid off.

53 **SECTION C. NOTICE OF LAYOFF**

- 54 1. In every case of layoff in excess of 15 days, the Appointing Authority shall notify the  
55 Personnel Director and the employee in writing not less than 30 calendar days prior  
56 to the effective date of layoff.
- 57 2. The employee's notification must include a statement advising the employee of the  
58 right to request an investigation by the Personnel Director concerning the layoff.
- 59 3. Any permanent employee who does not believe the layoff properly conforms with the  
60 layoff rule shall have the right to request an investigation thereof by the Personnel  
61 Director. Such request must be submitted in writing and be received by the  
62 Personnel Director no later than 10 calendar days following notification of the

63 effective date of layoff. The written request must state each and every reason why  
64 the employee believes the layoff does not conform with the layoff rule.

65 4. After receipt of such written request, the Personnel Director shall investigate such  
66 claim and report the findings to the Commission. The Commission may, in its  
67 discretion, schedule a hearing on the subject.

68 SECTION D. PLACEMENT OF NAMES ON ELIGIBLE LISTS

69 1. The names of permanent employees who are laid off shall be placed, in inverse  
70 order of layoff, on the appropriate layoff lists for the job class, unless the employee  
71 indicates in writing to the Personnel Director that the employee is no longer  
72 interested in employment in that job class.

73 2. The names of probationary and on-call employees who are laid off shall be restored  
74 to the original appointment list from which certification was made or to a successor  
75 list and the names of such employees shall not be placed on a layoff list.