

## **Reduction in Force (Layoff)**

### **I. Purpose**

To establish a process for reductions-in-force (layoff) for non-represented staff.

### **II. Policy**

The City may lay off an employee for any reason determined to be for the good of the City, such as lack of work, lack of funds, reorganization, reduction or elimination of services or functions. This policy is not intended nor will it be implemented to discriminate against any employee based on their age, sex, national origin, disability, religion, creed, race or other protected status.

### **III. Position Identification**

Positions subject to layoff will be identified based on function or program, to be determined by the Department Director and approved by the Mayor. The Department Director shall consider the needs of the organization in terms of the types of positions and the special knowledge, skills and abilities necessary to accomplish the work of the City in serving the citizens of Lynnwood.

### **IV. Order of Layoff for Non-Represented Staff**

The order of layoffs in a particular position classification shall be in the following order:

1. Seasonal/temporary workers
2. Part-time employees working less than 20 hours per week
3. Regular employees serving in orientation periods
4. Regular employees serving in a limited-term appointment
5. All other regular employees.

Exceptions to the outlined sequence may be made to retain persons with qualifications significant to a particular department or on the basis of business necessity. All exceptions must be approved by the Mayor

When layoffs are to occur in any of the above categories, the City will determine the order of layoff. This determination will be made based on employee job knowledge, skill and other qualifications, attendance, safety, performance and disciplinary records, existing and anticipated future needs of the department, any significant adverse impact to an employee due to the length of the employment, and the good of the City. When two (2) employees are equally qualified under such factors, the employee with the most time served since the current hire date shall be retained.

Notification to affected employees of impending layoffs shall be provided by the Human Resources Department at least two weeks in advance, whenever possible.

V. Order of Layoff for Other Staff

The order of layoffs among positions within collective bargaining units or covered by Civil Service rules shall occur as specified in the applicable contract or Civil Service rules. Where such order is not specified, the City will use the procedure outlined in Section IV.

VI. Reinstatement List

The names of persons laid off shall be maintained on a reinstatement list. The list will be maintained by the Human Resources Department.

Departments will consider employees on the reinstatement list prior to conducting a public recruitment process. Such employees may be considered for any available City position provided that they meet the minimum qualifications for that position. The City is under no obligation to reinstate a laid-off employee to any position other than to the position they previously held. Employees hired from the reinstatement list in a different department or classification must serve a new orientation period beginning on the date of reinstatement.

An employee's name may be maintained on the reinstatement list for up to one year following the employee's layoff.

VII. Reinstatement

Employees who are reinstated within one year from the date of layoff shall accrue vacation at the accrual rate held at the time of layoff.

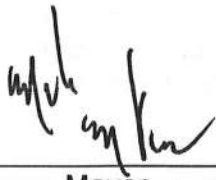
Employees reinstated may have accrued sick leave restored upon repayment of the sick leave cash out. City policy requires repayment within six months of reinstatement.

Employees reinstated to the same classification from which they were laid off shall resume employment at the salary grade and step held at the time of layoff. If an employee is reinstated to a different classification, the beginning salary will be the step within the salary grade most appropriate to qualifications and related experience.

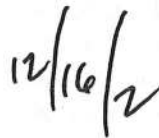
Reinstated employees will have the applicable employee benefits such as medical, dental, and life insurance reinstated at the beginning of the month after recall.

Notice of a job offer for reinstatement shall be made to employees at their last known address. It is the employee's responsibility to keep the Human Resources Department informed of their current address.

Approved:



Mike McKinnon, Mayor



Date