

LAYOFF MANUAL

<i>MAJOR AREA</i>	<i>SECTION NUMBER</i>
INTRODUCTION	1

**PURPOSE OF MANUAL**

This manual is intended to be used as a guide by State departments in conducting staffing reductions. The various Memoranda of Understanding (MOU), reached pursuant to Government Code (GC) Section 3517.5 between the State and the exclusive representatives of the bargaining units, contain rights of represented employees in relation to staffing reductions that may, in some cases, supersede the provisions of this manual and the laws and rules that are referenced in it. It is necessary, therefore, that appropriate MOUs be reviewed as part of the planning process, prior to initiating any staffing reductions. For example, this manual contains a statement that seniority scores are determined by computing service in all classes; however, this is superseded by the provisions of the MOU for Bargaining Unit 6, which provides that seniority for employees in Bargaining Unit 6 during layoffs shall consist only of time served in Bargaining Unit 6 classes.

**REVISIONS**

When revisions are made to the Layoff Manual the revision date will be noted on the bottom of the page.