

LAYOFF MANUAL

<i>MAJOR AREA</i>	<i>SECTION NUMBER</i>
CAUSES OF STAFFING REDUCTIONS	100

The following are a variety of situations that might create the need for staffing reductions.

**BUDGET REDUCTIONS**

One means of implementing budget reductions is to reduce staffing levels. There are a variety of ways to do this. Vacant positions may be eliminated; incumbents of abolished positions may be transferred to vacant positions that will continue to be funded; interest of employees in reduced work time may be explored; however, layoffs or demotions in lieu of layoff may become a necessity.

**MANDATORY REINSTATEMENTS OF EMPLOYEES, SUCH AS FROM CAREER EXECUTIVE ASSIGNMENTS (CEA)**

An employee whose CEA appointment is terminated has a mandatory right of return to his or her former position (GC Section 19889.3), or one within transfer range of the former position. If the CEA employee exercises this right and there are no vacancies, the seniority scores of all employees, including that of the CEA employee, in the class to which he/she is returning are calculated and the least senior employee would be laid off or placed in another position by an alternative to layoff, such as demotion in lieu of layoff.

**CORRECTIONS OF MISALLOCATED POSITIONS**

If a filled position is to be reallocated to the correct class at a lower salary level and there are no appropriate vacancies for the incumbent, it may be necessary to implement the layoff process to layoff or demote the least senior employee in the class to which the position was incorrectly allocated.

**CHANGES IN TIME BASES OF POSITIONS**

- If the time base of a full-time position is decreased to a lesser time base and the incumbent is only available for full-time work, the incumbent would be offered a vacant full-time position in the class. If there are no full-time vacancies, the employee in the full-time class with the least seniority would be placed in the position with the lesser time base, laid off, or placed in another position by an alternative to layoff, such as demotion in lieu of layoff.
- If the time base of a part-time position is increased to full time and the incumbent is available for only part-time work, the incumbent would be offered a vacant part-time position in the class, or, if none, the part-time employee with the least seniority would be laid off or placed in another position by an alternative to layoff, such as demotion in lieu of layoff. Other options could include another employee in the class changing to full time, or to see if two part-time employees would be interested in sharing the full-time position.

**REORGANIZATIONS**

During reorganization, positions may be abolished or reclassified, which may require a department to reduce its staffing levels through layoffs or alternatives to layoffs.

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**FUNCTIONS, PROJECTS, OR PROGRAMS ARE CURTAILED OR DISCONTINUED DUE TO MECHANIZATION, PROCESSING CHANGES, OR DECREASE OR TERMINATION OF FUNDS**

These actions may result in the abolishment or reclassification of positions, which may require a department to reduce its staffing levels through layoffs or alternatives to layoffs.