# Layoff Plan for

# County/Title

Date

1) Identification of the Layoff Unit proposed to be affected:

2) Written explanation of proposed layoff and/or reduction-in-time:

3) Proposed effective date for proposed actions:

4) Names/listing of proposed affected career employees in the same classification/ title code/salary grade (when applicable) and layoff unit:

5) Basis of rationale for proposed exemptions/exceptions to the standard seniority order for any regular (career) status employee:

6) Copies of any and all pre-existing written agreements or special employment offers affecting employees proposed for layoff and/or Reduction in Time:

7) Names/listing of all employees in the same classification/title code/salary grade (if applicable), in the proposed layoff unit:

8) Vacant positions being permanently eliminated as part of the layoff plan:

9) Reasons for proposed retention of floater appointees, limited appointments, casual-restricted, or contract positions, along with a listing of current employees in these positions and their scheduled ending dates:

10) List of vacant, active career positions within the layoff unit, which are at the same salary grade as the current position of the employee proposed for layoff, and the reasons why proposed employees cannot fill those positions:

11) Completed layoff information/seniority points calculation form for each employee proposed for layoff and for each employee in the same classification as those proposed for layoff

12) Copies of existing (“current”) Division, Layoff Unit, and/or organization chart(s) and any newly-developed (“proposed”) organization charts that may be applicable:

13) Identification of employees proposed to receive pay in lieu of notice:

None

14) Offers of severance pay in lieu of preferential rehire and recall rights, as set forth in the applicable policy, HR procedure, and/or collective bargaining agreements:

15) For a reduction in time, a revised Position Description must be submitted identifying which duties are to be deleted or modified to accommodate the reduced hours of work.

**Distribution List**

The final decision about this request should be directed to your County Director, and the following people should be cc’d as noted:

e-mail only:

SPU Personnel Contact

County Director