

LAY-OFF PROCEDURES

Should a reduction in the District work force become necessary, the following procedures shall apply.

Lay-offs may be implemented on a District-wide basis or in one or more departments, work groups, or job classifications depending on the needs of the District. The Civil Service Commission shall be notified of Lay-Off of Classified Employees. Once it is determined what the scope of the lay-off will be, employees will generally be laid off in the following order:

1. Temporary and on-call employees;
2. Part-time employees;
3. Probationary employees; and
4. Regular employees, according to their knowledge, skills and abilities as determined by the District.

In lieu of lay-off, the District may reduce the hours of work of District personnel.

The District will make available medical and dental insurance as required by COBRA in the event of a lay-off.