

**POLICY NAME** LAYOFF

**POLICY NUMBER** 2.1.9

**CATEGORIES**

**DATE PROPOSED:** 8/10/18

**DATE OF VOTE:** 8/22/18

**ACCEPT (Y/N):** Y

In the event that a reduction in the work force is warranted because of lack of work, event activity, reorganization, or other considerations, personnel layoffs may occur.

Layoffs may be implemented on a Municipal Ice Complex (MIC) wide basis or in one or more areas, work groups, or job classifications. Within each of the classifications, employees will be selected for layoff based on a number of factors including, but not limited to, past performance, qualifications, length of service, attitude, attendance, and punctuality, with performance being the primary factor. Variations from the normal order of layoffs may occur when the MIC deems such variations appropriate under the circumstances.

No layoff to a full-time employee shall occur without at least two (2) weeks prior notice to the employee involved.

Any employee laid off pursuant to these guidelines shall be given preferential consideration for any future vacancy in any similar position for one year following the layoff.

**COMMENTS:**