
Procedure: Layoff of Employees with Classified / Permanent Status

Action by:	Action:
Department / Division	<p>Department / Division managers are responsible for identifying functions that are appropriate for elimination, reduction, and for determining the organization of the work function.</p> <p>Department / Division managers are encouraged to consult with the Human Resources Department for specific guidance and/or other alternatives that may be available before proposing a layoff.</p> <p>If it is determined that a layoff is warranted, a proposal for layoff will be submitted to the Human Resources Director for review.</p> <p>A layoff may be implemented for any of several conditions/situations:</p> <ul style="list-style-type: none">a. Lack of fundsb. Lack of work, including termination of a projectc. Good faith reorganization for efficiency purposesd. Employees exercising rights to a previous classification due to their position being impacted by layoffe. Reallocation of a position, causing the current employee to be ineligible
Human Resources Director	<p>The Human Resources Director will review the layoff proposal and make a recommendation to the City Manager or Director of Utilities (as appropriate) for final approval.</p>
City Manager / Director of Utilities	<p>The City Manager/Director of Utilities will review the recommendation of the Human Resources Director and make a final determination on the proposed layoff. The final approval is forwarded to the Human Resources Director for implementation.</p>
Human Resources Director	<p>The Human Resources Director or designee will work with Department / Division involved to ensure that layoffs are implemented according to the Tacoma Municipal Code, 1.24 Personnel Rules.</p> <p>The Human Resources Director or designee will ensure that appropriate notification is provided to Union leadership.</p>

The Human Resources Director will work with appropriate Human Resources staff to provide options and/or scenarios for employees that are in positions identified for layoff.

Options may include:

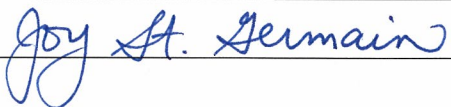
- a. Formal options / Classification Seniority / Layoff Units
- b. Transfer or Demotion in lieu of layoff
- c. Informal or alternative options to layoff

Human Resources staff will analyze and review impacted employee personnel files, job classifications, seniority, current vacancies, collective bargaining agreements, and other data in the preparation of layoff options and scenarios and correspondence for the Human Resources Director.

The Human Resources Department will prepare the layoff letters and other documents within established timelines and according to the layoff policy, and the Tacoma Municipal Code 1.24 Personnel Rules.

The Human Resources Director or designee will coordinate and work with the Department/Division involved, and Union leadership as appropriate, in the communication of layoff options to the employee.

Human Resources staff will work with Department/Division staff involved to complete personnel actions needed.

Reference:	Policy 3.01: Layoff – Employees with Classified / Permanent Status; Tacoma Municipal Code, Personnel Rules TMC 1.24; Collective Bargaining Agreements (if applicable)
Contact Info:	Human Resources Director, 253-591-5400
Procedure History:	
Approval:	Joy St. Germain, Human Resources Director 
Date:	11/2/2010