

DRAFT Layoff Implementation Schedule

November 14, 2011

November 7-30	Human Resources (HR) prepares layoff packets, schedules workshops/resource fairs
November 14	Retirement incentive program announced (Non-represented, maybe represented employees)
November 15	Notify Unions of timelines and number of possible impacted employees
November 30	Final day for employees to apply for retirement incentive program
December 1-2	HR finalizes layoff list based on employee participation in retirement incentive program and briefs supervisors
December 2	Send revised list of impacted employees to Unions
December 5-6	First round layoff - Notification to impacted employees by Department Directors with Union representatives and HR (information packets provided)
December 6	City Council Study Session
December 21-23	Employees response due to HR of election to bump or be laid off
December 28-29	Second round layoff notices provided to employees
January 6, 2012	Layoff effective for First round employees
January 11-13	Second round employees response due to HR of election to bump or be laid off
January 18-19	Third round layoff notices provided to employees (no additional bumping)
January 20	Layoff effective for Second round employees
February 3	Layoff effective for Third round employees