



DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

SUMMARY OF THE LAYOFF PROCESS

The Department of Human Resource Management administers the layoff policy for state employees. Policy 1.30, Layoff, applies to full-time and part-time classified employees and may apply to restricted employees in certain circumstances.

Before implementing a layoff, agencies conduct workforce planning processes. Agency management consider their agency's mission and objectives, assess the units and staff that are performing various aspects of the agency's work, and identify functions that can be eliminated or reassigned.

Agencies may request a waiver of paying the enhanced retirement costs from the Department of Human Resource Management and the Department of Planning and Budget.

To determine which employees are affected by layoff specific processes are followed as outlined in Policy 1.30, Layoff. This includes the layoff sequence and is based on seniority of the employee:

- Wage employee performing the same work (wage employees are not covered by the provisions of the Layoff Policy);
- least senior through most senior part-time restricted employee;
- least senior through most senior part-time classified employee;
- least senior through most senior full-time restricted employee; and
- least senior through most senior full-time classified employee.

Seniority is defined as continuous salaried state service calculated from the last date an employee was employed or re-employed into a classified position.

Once an employee has been identified for layoff they are eligible to be placed by seniority to any valid vacancies agency-wide in the current or a lower Pay Band for which the employee is minimally qualified.

Eligible employees are entitled to certain layoff benefits:

- Preferential hiring: Employees may gain preferential consideration for valid vacancies in the same Role as their former position in any Executive Branch agency during the period of layoff.
- Recall: Employees may be recalled to a job in the same Role in their agency. Recall rights are effective for one year from the date of layoff.
- Severance payments: Employees may receive severance payments from 4 weeks to a maximum of 36 weeks based on the employee's seniority.

The duration of a layoff may be up to 12 months and during that time health insurance and life insurance is maintained with the employer portion paid.

Employees may be paid for their leave balances before or after their layoff effective date.