

# Lay-Off Policy

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**1.0 POLICY STATEMENT:** This policy establishes a procedure for determining lay-offs.

**2.0 PROCEDURES:** When the City Manager determines that positions are no longer needed, or when economic conditions dictate, the Director of Human Resources shall be notified in writing to prepare a list of employees to be laid off.

2.1 When possible the list of employees to be laid off shall be prepared in the following order:

- a. employees filling temporary (seasonal) positions in inverse order of appointment;
- b. probationary employees in inverse order of appointment;
- c. part-time employees; and
- d. full-time employees.

2.2 Although the City of Johnson City does not practice a strict system of seniority; however in the event that lay-off becomes necessary, seniority may be considered, along with other criteria deemed appropriate by the Director of Human Resources and the City Manager at their discretion.

2.3 When a lay-off becomes necessary, certain individuals may be essential to the efficient operations of a department because of special skills or abilities.

2.4 A department head may request that such an individual be retained by giving a detailed written statement as to the skills and abilities of the individual and the reasons why the individual is essential to the department. Upon review by the Director of Human Resources and approval of the City Manager, the designated individual may be retained.

2.5 *Recall List* - In the event of a lay-off, the Director of Human Resources will develop a recall list of those employees who are laid off. The list will be in inverse order of the lay-off; however, the city retains the right to recall employees in any order if it is deemed to be in the best interest of the city. The city does not guarantee that every employee who is laid off will be recalled.

**3.0 RESPONSIBILITY:** The Human Resources Director is responsible for the administration and communication of this policy.

APPROVED:

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M. Denis Peterson  
City Manager

Original:  
Revisions: 08/28/1989