

The County may layoff an employee in Cottonwood County service by reason of abolition of position, shortage of work or funds, or other reasons outside the employee's control which do not reflect discredit on the employee's service.

The duties formerly performed by the laid off employee may be assigned to other regular employees, who hold positions in appropriate classes.

Unless specified as part of a negotiated agreement, the order of layoff will be determined on the basis of relative qualifications for the jobs that remain and the past work performance of the affected employees. Length of continuous service may be a factor if the employees affected by the layoff equally meet the above two criteria.

The layoff procedure should be designed in a manner that will minimize the inevitable disruption of employee morale.

Recall Rights

Employees will be recalled from layoff based on the date of layoff from Cottonwood County. The last laid off being the first recalled. Employees have the right to be recalled to the position that the employee vacated or a position within the same job classification in that Department. A written notice will be sent to the employee's last known address notifying the employee of the recall and giving a date and time to respond by telephone to the offer.

Employee Obligation

While on layoff, an employee is under the affirmative obligation to ensure that the Human Resources Office has his/her current address and telephone number on file. If a recall notice is sent to the employee's last known address and the employee does not respond within five business days of the letter being mailed, the County may offer the position to the next person on the layoff list or, if no qualified person is on the list, the position may be offered pursuant the standard selection procedures, set forth in Policy Number 330.

Other Rights of Employee on Layoff

Employees on a recall list shall be treated in the same manner as current employees with respect to posted promotional and posted transfer positions. However, the County will be under no obligation to affirmatively notify employees on layoff of such vacancies.

Termination from Recall List

Laid off employees shall remain on the recall list for a period of twelve (12) months. At the end of the twelve-month period, individuals will no longer be considered employees of Cottonwood County and will not be entitled to recall or any preference in hiring. However, if an employee fails to respond to a recall notice within the twelve-month period, or declines the position, the employee's recall rights shall terminated immediately, along with all hiring preference.