

- 7.00 Layoff/Reduction in Force
- 7.01 Exit Interview
- 7.02 Resignation
- 7.03 Retirement
- 7.04 Re-employment

LAYOFF/REDUCTION IN FORCE**SECTION 7.00**

- A. General Policy: If it becomes necessary to reduce staffing levels, the City Manager shall lay off employees by using a system which systematically considers length of service and work performance in order to determine the order of layoff. Layoffs shall only occur when one of the following reasons can be demonstrated;
1. Lack of work;
 2. Lack of funds;
 3. Abolishment of job.
- B. The head of the department/division concerned shall prepare and process through the Personnel Director, for the City Manager's approval, a list of those employees to be laid off.
- C. Every effort will be made to transfer employees to another department rather than lay them off. However, when the employee is not qualified to hold another position, Department/Division Heads will make their recommendations to the City Manager based on the following criteria:
1. Evaluation of work performance;
 2. Seniority.
- D. An employee who is laid off as a result of a reduction in force will be given preference in filling any positions which subsequently open and for which the employee is qualified.
- E. Pay Following Displacement: Whenever an employee displaces to a lower classification as a result of layoff, every effort shall be made not to reduce his or her pay; however, pay rates shall be established according to the following provisions:
1. If the lower pay range permits, the employee's rate shall be set at the same or most nearly the same pay level, without receiving an increase.
 2. If the employee's pay rate exceeds the pay range of the lower classification, it will be set at the top level of the lower pay range.
- F. Appeals: Employees who believe that they have been laid off in error may appeal the action to the Washington Civil Service Board if such Board has jurisdiction to hear such appeal. Such appeal must be in writing, and include reasons as to why the layoff or displacement was improper.
- G. A more extensive discussion of layoff and recall is found in Chapter 13 of the City of Washington Court House Civil Service Rules and Regulations.

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EXIT INTERVIEW**SECTION 7.01**

Upon resignation, or otherwise voluntarily terminated employment, an employee is requested to complete an exit interview questionnaire (Appendix), and to personally discuss the questionnaire with the Personnel Director.

The exit interview is an opportunity for the employee to offer constructive criticism and insights to the Personnel Director regarding the operation of the various offices/departments/ divisions.

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RESIGNATION**SECTION 7.02**

- A. Employees who plan to voluntarily resign shall notify their Department/Division Head at least two (2) weeks in advance of the effective date of separation. The Department/Division Head may consent to the employee leaving sooner.
- B. Any employee who resigns is encouraged to give his or her reasons for resigning and to discuss with his or her supervisor any working conditions which he or she feels are unsatisfactory.
- C. A formal letter of resignation shall be required. The Employer hereby accepts resignations upon receipt, and will rely on having received them. Resignations may not, therefore, be revoked without permission. A copy of the letter of resignation shall be forwarded to the Personnel Director.
- D. Failure to give proper notification may result in ineligibility for reinstatement and may become a matter of public record.
- E. When a dismissed employee has a pending appeal before the Washington Civil Service Board, the acceptance by a Department Division Head of a dismissed employee's resignation which is received before final action on the part of the Board will be considered a withdrawal of all charges before the Board

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RETIREMENT**SECTION 7.03**

- A. Most employees are eligible to retire with PERS benefits, provided they meet the requirements of the PERS system, which are generally outlined in "Retirement Plan" of this manual. Other employees may be included in the Police and Fire Pension Fund. Information on these retirements systems may be obtained from the Personnel Director.
- B. Employees are requested to notify the Employer in writing at least sixty (60) days prior to the effective date of their anticipated retirement, but they must provide at least two (2) weeks advance notice under Section 7.02 to receive proper buyout payments and for consideration for re-employment.
- C. All full time employees, whose first date of employment is prior to April 12, 1991 shall, at the time of their retirement ("retirement" for purposes of this Article being defined as [1] immediate ability to qualify for age and service retirement under PERS {dispatchers} or PFPF {police officers and sergeants}, OR [2] where the employee has ten {10} years of service with the City of Washington Court House, OR [3] where an employee is eligible to receive disability benefits {sometimes referred to as a "disability retirement"} from his or her applicable state retirement plan {i.e., PERS or PFPF} and the employee is approved for such benefits), receive payment in a lump sum of one (1) hour of pay for each hour of accumulated unused sick leave to his credit for accruals up to and including nine hundred and sixty (960) hours. All full time employees whose first day of employment is on or after April 12, 1991 shall, at the time of their retirement, receive payment in a lump sum of one (1) hour for each four (4) hours of accumulated unused sick leave to his credit for accruals up to and including two hundred forty (240) hours. A bargaining unit employee may only convert sick leave to severance payment one (1) time with the City under this section, regardless of whether the employee is rehired or otherwise returns to active City employment.

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RE-EMPLOYMENT**SECTION 7.04**

- A. An employee who has resigned from City service and is subsequently re-employed will not be credited with prior City service for the purpose of computing vacation, sick leave benefits, or other benefits that may be in effect, unless specifically approved by the City Manager, or unless mandated by law.
- B. Any employee who resigns while disciplinary action is pending shall not be eligible for re-employment.

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Appendix A:	Application for Employment
Appendix B:	Employment Eligibility Verification
Appendix C:	New Hire Reporting
Appendix D:	Notice of Outside Employment
Appendix E:	Acknowledgment of Receipt of Personnel Policy Manual
Appendix F:	Long Distance Phone Call Log
Appendix G:	Time Sheets (Non-Exempt and Exempt)
Appendix H:	Request for Travel Authorization
Appendix I:	Compensatory Time Request
Appendix J:	Request for Leave
Appendix K:	Medical Practitioner's Statement
Appendix L:	Injury Form
Appendix M:	FMLA Notification
Appendix N:	Request to Cash in Personal Time for Salary Employees(only)
Appendix O:	Sick Leave Conversion
Appendix P:	Complaint
Appendix Q:	ADA Complaint
Appendix R:	Record of Verbal Warning
Appendix S:	Record of Written Reprimand
Appendix T:	Record of Suspension of Three (3) Days or Less
Appendix U:	Notice of Pre-disciplinary Conference
Appendix V:	Exit Interview
Appendix W:	Request to Cash in Vacation Hours