



# Layoff Policy

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Positions for layoff will be selected based on workload, census levels, consolidation of services, reorganization, rate changes, increased expenses, or other relevant business factors within each department.

The following criteria will be used to identify positions within each job classification/title that will be selected for reassignment, reduction or elimination.

- a. Qualifications needed to perform remaining job functions
- b. Documented job performance including performance evaluation ratings and disciplinary action
- c. Knowledge, skills and abilities
- d. Length of service within the position
- e. Length of service at the agency

Employees who are currently on a leave of absence will be treated as though they are working at the time of any effective layoff, as allowed under applicable law.

## Reassignment

Employees may be offered another position within the agency based upon the criteria listed above.

Benefits will be frozen as of the last day of employment regarding sick leave, vacation, and personal days credited, length of employment service and eligibility for retirement. No holiday pay, jury duty pay, sick leave, personal leave or bereavement will be paid during the layoff status.

Upon return from layoff, benefits will be reinstated at the same level as when the layoff occurred, subject to benefit policy and/or cost changes during the layoff period.

Vacation will be paid out at time of layoff. However, the employee has the option of retaining up to a maximum of one (1) week vacation in their balance if the layoff is known to be temporary and anticipated to be less than one (1) month.

## COBRA

Applicable under COBRA law, eligibility for health insurance, dental insurance and the flexible spending plan will continue at the employee's expense. However, if the layoff is known to be temporary (less than one month), EPI will continue to pay its portion of the premium for that one month period.

## Recall

Generally, employees are recalled in reverse order of their layoff. Utilizing the criteria listed above, this provides recall of employees that best meet the agencies needs regarding qualifications, performance history, and knowledge, skills, and abilities prior to seniority. Employees are eligible for recall within six (6) months from time of layoff and are subject to the rehire policy.