



**LAKE COUNTY**  
BOARD OF COUNTY COMMISSIONERS  
*County Procedure*

**Title: LAYOFFS**

Number: ES-3.03.04

Approved: March 13, 2008

Originator: Employee Services

Review: March 13, 2013

**I. PURPOSE AND SCOPE**

To establish procedures for identifying and compensating those employees who will be laid off when a layoff is necessary due to shortage of funds, lack of work, the abolition of a position or for any other reason within the discretion of the County. This procedure is applicable to all employees of the Board of County Commissioners other than those classified as “management employees” by Section 9, Employee Status, of the Lake County Board of County Commissioners Policies and Practices Employee Manual dated September 7, 1999, and any amendment thereunto, and employees in job classifications covered by a Collective Bargaining Agreement.

**II. DEFINITIONS**

n/a

**III. PROCEDURES**

- A. The County Manager (or designee) will initiate this procedure when it has been determined that a layoff is necessary. The Employee Services Office will coordinate with affected departments to administer this procedure.
- B. Temporary and newly hired probationary employees in the affected job classifications shall be laid off first.
- C. If further reductions are necessary, regular employees in the affected job classifications shall be laid off. The order of such layoffs will be based on a combination of the following factors:
  - Length of continuous service with the Lake County Board of County Commissioners
  - The employees' ability to perform the required work

- Job Performance-information used to rate an employee's overall job performance will include
  - Performance evaluations for the past three (3) years
  - Employee placed on a Performance Improvement Plan (PIP) during the past three (3) years
  - Corrective Actions issued to the employee (verbal warnings, written warnings, and/or suspensions) during the past two (2) years

The County's Equal Employment Opportunity Plan and Veteran's Preference Procedures will be taken into consideration in each instance.

- D. Employees who are laid off by the Lake County Board of County Commissioners will receive additional regular pay (severance pay) according to their length of current continuous service as follows:

Zero (0) to six (6) months: none

Six (6) months up to five (5) years: One (1) week of severance pay

Five (5) years up to ten (10) years: Two (2) weeks of severance pay

Ten years or more: Three (3) weeks of severance pay

This severance pay shall be in addition to other monies owed the employee, e.g. vacation payouts, etc.

- E. The layoff decision shall not be grievable in accordance with the County's grievance procedure.
- F. Discrimination against any employee in the layoff process because of race, color, age, gender, religion, national origin, disability, familial status, citizenship or any other status protected by law shall be prohibited.
- G. Laid off employees shall receive preference in hiring for any advertised position for which they meet the minimum qualifications for a period of ninety (90) days. Affected employees must follow the applicable procedures for applying for advertised positions in order to be considered for employment.
- H. The Employee Services Office will assist affected employees in finding suitable employment.

#### **IV. RESERVATION OF AUTHORITY**

The authority to issue or revise this Procedure is reserved to the County Manager. The

County Manager may authorize exceptions to this procedure when deemed appropriate.



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Cindy Hall  
County Manager  
Lake County