



LAKE COUNTY
BOARD OF COUNTY COMMISSIONERS
County Procedure

Title: REDUCTION IN FORCE (LAYOFF)

Number: ES-3.03.04

Approved: October 12, 2012

Cancel: ES-3.03.04 dated
March 5, 2012

Originator: Human Resources

Review: October 12, 2017

I. PURPOSE AND SCOPE

To establish procedures for identifying those employees in affected positions when it is necessary to make a workforce reduction due to shortage of funds, lack of work, the abolition of a position or for any other reason within the discretion of the Lake County Board of County Commissioners (County). This procedure is applicable to all employees of the Board of County Commissioners other than those classified as "management employees" by Section 3.4, Management Employees, of the Lake County Board of County Commissioners Employment Policies Manual dated October 1, 2011, and any amendment thereto, and employees in job classifications covered by a Collective Bargaining Agreement.

II. REFERENCES

- A. Employment Policies Manual, 10/1/11, 3.1 Equal Employment Opportunity
- B. Employment Policies Manual, 10/1/11, 3.4 Management Employees

III. PROCEDURES

- A. The County Manager (or designee) will initiate this procedure when it has been determined that a reduction in force is necessary. Human Resources will coordinate with affected departments to administer this procedure.
- B. Temporary and newly hired probationary employees in the affected job classifications shall be eliminated first.
- C. If further reductions are necessary, regular employees in the affected job classifications shall be eliminated. The order of such reductions 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 Policy and Veteran's Preference Procedure will be taken into consideration in each instance.

- D. The County Manager may elect to offer separation agreements to employees subject to reduction in force in accordance with law. In such cases, no agreement may be offered prior to legal review by the County Attorney's Office.
- E. The reduction in force decision shall not be grievable in accordance with the County's Corrective Action Administration Procedure.
- F. Discrimination against any employee in the reduction in force process because of race, color, age, gender (including pregnancy status), religious creed, national origin, disability status, marital status, genetic information or any other status protected by law shall be prohibited.
- G. Affected 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. Human Resources will assist affected employees in finding suitable employment.
- I. Affected employees who are reemployed within 90 days of their termination date will receive service credit upon reemployment for the period of prior service. Affected employees may also receive credit for years of service (longevity) for use in accruing future annual and sick leave. The previous annual and sick leave balances will not be reinstated.

- J. Affected employees who have satisfied the applicable eligibility requirements set forth as of their termination date and who are subsequently reemployed by the County within four (4) weeks after termination, shall automatically have their Benefit Elections reinstated on the first entry date following reemployment.

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.



David C. Heath
County Manager
Lake County