

LAYOFFS

Whenever it may become necessary to reduce the workforce due to lack of work or insufficient funds, the Library Director shall prepare a list of employees to be laid off. In order to keep the Library operating as efficiently as possible, layoffs will be made within appropriate job classifications or positions. Employees shall be given at least 10 working days notice.

1. Within the affected job classifications or positions, employees shall be selected for layoff according to the following criteria in the order given:
 - a. Performance;
 - b. Attendance record;
 - c. Seniority.
2. Employees shall be recalled according to job classification or position, based upon the criteria listed above.
3. No laid off employee will accrue benefits during the layoff period with the exception of health insurance, which may be continued at the employee's expense for the period specified by law.
4. When the layoff period exceeds 12 months, the employee shall be terminated.