

## **Supervisory Unit Layoff Order Determinations**

*This document is intended to further explain the application of Article 17 and must be applied in conjunction with the provisions of the article.*

### **Organizational Unit**

Once the department has determined the position impacted it is necessary to confirm the organizational unit (department, location, job class, and status) of the position. Layoff is a negotiated benefit and specific to bargaining unit. Therefore, bargaining unit becomes the fifth criterion when determining the organization unit.

Identify all positions in the defined organizational unit of the position impacted. If there are fewer than five filled positions, including the position impacted, the location is expanded concentrically to include at least five filled positions providing they exist within the organizational unit. If less than five filled positions are all that are available when the location is expanded to its fullest within the organizational unit, the layoff pool is established.

In instances where there are lower levels in the job classification series than the position impacted, a bumping pool must be established. If there are not five filled positions in the next lower job class within the organizational unit, the location is expanded to include at least five. This expanded location remains the expanded location for subsequent bumping throughout the lower levels of the series (e.g. the location is not expanded further for lower levels).

Vacant positions within the organizational unit are included in the layoff pool at the appropriate job classification level and are considered to be less senior than the employee with the lowest number of layoff points.

NOTE: Position status for layoff purpose is fulltime, part-time, and seasonal. For example, full time State Worker II (SW II) positions are in a different organizational unit than seasonal SW II positions, and as a result cannot be mixed. In addition, all seasonal types are included in the seasonal layoff status category (e.g. SACL and AACL) when identifying an organizational unit.

### **Layoff Order**

Calculate and verify the layoff points/seniority of all the employees in the organizational unit. After layoff points are verified, the Layoff Order is produced. The sequence of actions below assumes there are no vacancies that the employer intends to fill. If there is a vacancy, the vacant position becomes the least senior at the corresponding level.

- If the employee in the position impacted has more layoff points than the least senior employee in the same job class, the employee of the position impacted is to be offered the position of the least senior employee.
- If the employee in the position impacted is the least senior in the job class, the employee is to be offered the position of the least senior employee in the next lower job class, providing the employee at the higher level in the class series has more layoff points. If the position offered is not at the impacted employee's work location, the impacted employee is *also* to be offered the position of the least senior employee at their work location providing the

employee in the higher classification has more layoff points than the least senior in the next lower job class at their work location. If there is not a lower level job class in the series or if the employee at the higher level of the series does not have more layoff points than the least senior at the lower level, the employee is laid off.

- Displacement and bumping rights of one employee may cause other employees to have bumping rights within the organizational unit. When an employee is displaced or bumped, this employee may bump the least senior employee in the next lower job class or the least senior employee in their work location, or may choose to be placed on layoff.
- When more than one layoff order contains the same employees, management determines the order of actions. When making this determination, seniority and the employees' experience in relation to the duties of the positions should be considered.

### **SU Layoff Examples**

#### **Single Level Job Class**

SW	<b>A</b> ~ Location: Anchorage	Points: 3.28 (Position slated for elimination)
	<b>B</b> ~ Location: Anchorage	Points: 3.88
	<b>C</b> ~ Location: Anchorage	Points: 8.5
	(Positions do not exist outside Anchorage; no expansion is possible)	

In this example there are only three employees in this single level job class department-wide. Given that this is not a job class series, the least senior employee will not have the option to bump another employee at a lower level. Therefore, the employee in Position **A** will be laid off.

#### **Bumping within the Organizational Unit**

##### **Example #1**

SW IV	<b>A</b> ~ Location: Anchorage (This is a single position job class; no expansion is possible.)	Points: 19.75 (Position impacted)
SW III	<b>B</b> ~ Location: Anchorage <b>C</b> ~ Location: Fairbanks <b>D</b> ~ Location: Juneau (Location was expanded fully; only 3 positions are available)	Points : 8.5 Points : 15.33 Points : 20.92
SW II	<b>E</b> ~ Location: Anchorage (Location expansion from SW III applies to the lower levels – no SW II position exist in Fairbanks or Juneau)	Points: 5.58
SW I	<b>F</b> ~ Location : Anchorage <b>G</b> ~ Location : Fairbanks <b>H</b> ~ Location : Juneau	Points : 3.25 Points : 5.37 Points : 7.5

In this example, the employee in Position **A** is the only position at the SW IV level in the job class series. This means no geographic expansion in the job class is possible at the level of the position that is being eliminated. However, because the job class is part of a series, the employee may bump

into a lower level job class if they are more senior. Since there was only one SW III position in Anchorage, the location has been expanded to include Fairbanks and Juneau. Note: This expanded location remains the location used for subsequent bumping to the SW II and I job classes.

The employee in Position **A** has the option to bump the employee in Position **B** or choose to be laid off. If the employee in Position **B** is bumped by the employee in Position **A**, the employee in Position **B** has the option to bump the employee in Position **E**, or choose to be laid off. The employee in Position **E** has the option to bump the employee in Position **F**, or choose to be laid off. The employee in Position **F** is in the lowest level of the job class series, and has the least seniority; therefore, the employee in Position **F** would be laid off if all bumping options are exercised.

**Example #2**

SW III	<b>A</b> ~ Location: Anchorage	Points: 3.15 (Position slated for elimination)
	<b>B</b> ~ Location: Kenai	Points: 5.89
	<b>C</b> ~ Location: Palmer	Points: 10.12
	<b>D</b> ~ Location: Kenai	Points: 17.85
	<b>E</b> ~ Location: Anchorage	Points: 19.21
	<b>F</b> ~ Location: Anchorage	Points: 20.01

SW II	<b>G</b> ~ Location: Fairbanks	Points: 1.75
	<b>H</b> ~ Location: Anchorage	Points: 3.00
	<b>I</b> ~ Location: Juneau	Points: 20.92
	(Location was expanded fully; only 3 positions are available)	

SW I	<b>J</b> ~ Location: Anchorage	Vacant
	<b>K</b> ~ Location: Anchorage	Points: 5.58
	<b>L</b> ~ Location: Juneau	Points: 9.37
	(Location expansion from SW II applies to the lower levels – no SW I positions exist in Fairbanks)	

In this example, there were only three filled positions in the organizational unit of the position slated for elimination. Therefore, the location was expanded concentrically to include at least five filled positions. For this same reason, the location was expanded at the SW II level. The expanded location at the SW II level remains the location for the lower level of SW I.

The employee in Position **A** has the option to bump the employee in Position **G** or Position **H**, or choose to be laid off. If the employee in Position **A** exercises his/her bumping rights, the employee bumped (**G** or **H**) may bump to the vacant position in Anchorage or choose to be laid off.

**Displacement and Bumping within the Organizational Unit**

SW III	<b>A</b> ~ Location: Anchorage	Points : 6.33
	<b>B</b> ~ Location: Anchorage	Points : 8.5 (Position slated for elimination)
	<b>C</b> ~ Location: Anchorage	Points : 15.33
	<b>D</b> ~ Location: Anchorage	Points : 20.92
	<b>E</b> ~ Location: Anchorage	Points: 25.58

SW II	<b>F</b> ~ Location : Fairbanks	Points : 5.59
	<b>G</b> ~ Location : Anchorage	Points : 8.37

	<b>H</b> ~ Location : Juneau	Points : 9.5
	<b>I</b> ~ Location: Anchorage	Points: 10.58
	<b>J</b> ~ Location : Anchorage	Points : 16.59
SW I	<b>K</b> ~ Location : Fairbanks	Points : 3.57
	<b>L</b> ~ Location : Anchorage	Points : 4.37
	<b>M</b> ~ Location: Juneau	Points: 9.5
	<b>N</b> ~ Location: Anchorage	Points: 15.58

In this example, the employee in Position **B** has the option to displace the employee in Position **A** because the employee in Position **A** has less seniority than the employee in Position **B**. In lieu of displacing the employee in Position **A**, the employee in Position **B** may choose to be laid off.

If the employee in Position **A** is displaced by the employee in Position **B**, the employee in Position **A** has the option to bump to the next lower level in the job class series. Since there are less than five SW II positions in Anchorage, the location is expanded to include Fairbanks and Juneau. The employee in Position **A** is able to bump the employee in Position **F** (the least senior employee in the expanded location) or bump the employee in Position **L** (the least senior employee in the original work location of Anchorage) since the employee in Position **A** is more senior to either employee. Or, the employee in Position **A** may choose to be laid off.

The same expanded location of Anchorage, Fairbanks, and Juneau is also applied to the SW I level. If the employee in Position **A** bumps the employee in Position **F**, then the employee in Position **F** is able to bump the employee in Position **K**, or choose to be laid off. The employee in Position **K** or **L** could be laid off depending on the displacement or bumping options exercised.