

Determining Layoff Order for Positions in a Job Class Series with Flexible Staffing

The process for determining the Layoff Order for a job class series in which flexibly staffed positions exist varies depending upon which position is being vacated by layoff.

If the position to be vacated is flexibly staffed, ranking is first determined between all flexibly staffed positions containing the level of the position impacted. For example, a flex I/II would include all flex I/II's, II/III's, and I/II/III's. To determine the initial grouping, the level of the least senior employee in the flexibly staffed positions is determined by ranking all employees in the flexibly staffed positions by ascending order of layoff points. Next, the layoff points are determined for employees in the non-flexed positions that match the current level of the least senior flexibly staffed employee. The final ranking determines who will be laid off or may have bumping rights.

If the position to be vacated is not flexibly staffed, but in a job class where flexibly staffed positions exist, layoff points must be calculated for all employees in non-flexed positions that are allocated at the same level of the position impacted, and all employees in flexed positions that include the level of the position impacted. This includes employees who are in flexibly staffed positions allocated at both a lower and higher level, but are flexibly staffed to include the same job class as the non-flexed position.

As appropriate, bumping pools are created and include both flexed and non-flex positions at the lower levels. Geographic expansion is also applied as appropriate.

It is essential that throughout the layoff process an employee's progress in their training plan is monitored. Flexed promotions may require revisions to the Order of Layoff.

Example #1

The position to be vacated is a flexibly staffed State Worker (SW) II/III, allocated at the II level.

Step 1: Determine layoff points for all employees in flexed staffed positions that include the II level (e.g. I/II, II/III, I/II/III) within the organizational unit.

Employee A, II – 1.75 (flexed I/II/III)

Employee B, I – 2.85 (flexed I/II/III)

Employee C, II* – 3.50 (flexed II/III)

*Position impacted

Employee A is the least senior and is currently classified at the II level.

Step 2: Determine layoff points for all employees at the SW II level in non-flexed positions. List in ascending order and include the least senior employee (Employee A) of the flexibly staffed positions.

Employee D, II – 1.25 (non-flexed II)

Employee A, II – 1.75 (flexed I/II/III)

Employee E, II – 4.92 (non-flexed II)

Step 3: Determine layoff points for all employees at the non-flexed SW I level to establish a bumping pool, if available.

Employee F, I – .75

Employee G, I – 3.92

Outcome:

- Employee C is transferred to the position of Employee D.
- Employee D is offered the position of Employee F.
- Employee F is laid off.

Example #2

The position to be vacated is a non-flexed SW II position.

Step 1: Determine layoff points for all employees within the organizational unit in non-flexed SW II positions and all employees in flexibly staffed positions that include the II level.

Employee A, I – .75 (flexed I/II)
Employee B, II – 1.35 (flexed I/II)
Employee C, II* – 2.10 (non-flexed II)
Employee D, II – 5.80 (non-flexed II)

*Position Impacted

Step 2: Determine layoff points for all employees in non-flexed SW I positions within the organizational unit.

Employee E, I – .30
Employee F, I – .98

Outcome:

- Employee C is transferred to the position of Employee A and the position is flexed to the SW II level.
- Employee A is transferred to the position of Employee E.
- Employee E is laid off.

Example #3

The position slated for layoff is a flexibly staffed SW I/II, allocated at the II level.

Step 1: Determine layoff points for all employees in flexed positions that include the II level within the organizational unit.

Employee A, I – 1.75 (flexed I/II)
Employee B, I – 2.85 (flexed I/II)
Employee C, II* – 3.50 (flexed I/II)

*Position impacted

Employee A is the least senior and is currently classified at the I level.

Step 2: Determine layoff points for all employees at the SW I level in non-flexed positions. List in ascending order and include the least senior employee (Employee A) of the flexibly staffed positions.

Employee D, I – 1.25 (non-flexed I)

Employee A, I – 1.75 (flexed I/II)

Employee E, I – 4.92 (non-flexed I)

Outcome:

- Employee C is transferred to the position of Employee A and it is flexed to the SW II level.
- Employee A is transferred to the position of Employee D.
- Employee D is laid off.

Example #4

The position to be vacated is a non-flexed SW I position.

Step 1: Determine layoff points for all employees in the organizational unit in non-flexed SW I positions and all employees in flexibly staffed positions that include the I level in the flexed staffing plan.

Employee A, II – .75 (flexed I/II/III)

Employee B, I – 1.35 (flexed I/II)

Employee C, I* – 2.10 (non-flexed I)

Employee D, I – 5.80 (non-flexed I)

*Position Impacted

Outcome:

- Employee C is transferred to the position of Employee A and the position is flexed to the SW I level.
- Employee A is laid off.

Example #5

The position to be vacated is a non-flexed SW III position.

Step 1: Determine layoff points for all employees in the organizational unit in non-flexed SW III positions and all employees in positions that include the III level in the flexed staffing plan.

Employee A, I – .75 (flexed I/II/III)

Employee B, III – 1.35 (flexed II/III)

Employee C, III* – 2.10 (non-flexed III)

Employee D, III – 5.98 (non-flexed III)

*Position Impacted

Step 2: Determine layoff points for all employees within the organizational unit in non-flexed SW II positions and all employees in flexibly staffed SW positions in which the II level is the highest level in the flexed staffing plan.

Employee E, II - .15 (non-flexed II)

Employee F, II - 9.28 (flexed I/II)

Step 3: Determine layoff points for all employees in non-flexed SW I positions within the organizational unit.

Employee G, I - .67

Outcome:

- Employee C is transferred to the position of Employee A and the position is flexed to the SW III level.
- Employee A is transferred to the position of Employee G. *Note: Although Employee A has higher layoff seniority points than Employee E, Employee A is not offered the position of Employee E as Employee A is currently classified as a SW I.*
- Employee G is laid off.

Example #6

The position to be vacated is a flexed SW I/II/III, allocated to the II level.

Step 1: Determine layoff points for all employees within the organizational unit in flexed SW I/II/III positions and any other flexed SW positions that include the II level.

Employee A, III – 1.75 (flexed I/II/III)

Employee B, II* – 2.85 (flexed I/II/III)

Employee C, III – 3.50 (flexed II/III)

*Position impacted

Employee A is the least senior and is currently classified at the III level.

Step 2: Determine layoff points for all employees at the SW III level in non-flexed positions. List in ascending order and include the least senior employee (Employee A) of the flexibly staffed positions.

Employee D, III – 1.25 (non-flexed III)

Employee A, III – 1.75 (flexed I/II/III)

Employee E, III – 4.92 (non-flexed III)

Step 3: Determine layoff points for all employees within the organizational unit in non-flexed SW II positions and flexed positions in which the II level is the highest level in the flexed staffing plan.

Employee F, II - 1.17 (flexed I/II)

Employee G, I – 9.25 (non-flexed I)

Step 4: Determine layoff points for all employees in non-flexed SW I positions within the organizational unit.

Employee H, I – 7.98

Outcome:

- Employee B is transferred to the position of Employee A and the position is flexed to the SW II level.
- Employee A is transferred to the position of Employee D.
- Employee D is offered the position of Employee F.
- Employee F is laid off.

Example #7

The position to be vacated is a flexed SW II/III/IV, allocated to the IV level.

Step 1: Determine layoff points for all employees within the organizational unit who are in flexed SW II/III/IV positions and any other flexed SW positions that include level IV.

Employee A, III – 1.75 (flexed III/IV)
Employee B, IV* – 2.85 (flexed II/III/IV)
Employee C, II – 3.50 (flexed II/III/IV)

*Position impacted

Employee A is the least senior and is currently classified at the III level.

Step 2: Determine layoff points for all employees in the organizational unit at the SW III level in non-flexed positions and flexed positions in which the III level is the highest level in the flexed staffing plan. Include the least senior employee (Employee A) of the flexibly staffed positions. Note: Had Employee B been the least senior, then a pool of non-flex IV positions would be included as Step 2 to determine the least senior of the IVs.

Employee D, II – 1.25 (flexed I/II/III)
Employee A, III – 1.75 (flexed III/IV)
Employee E, III – 4.92 (non-flexed)

Step 3: Determine layoff points for all employees within the organizational unit at the SW II level in non-flexed positions and flexed positions in which the II level is the highest level in the flexed staffing plan.

Employee F, II - 1.67 (non-flexed II)

Employee G, I – 2.89 (flexed I/II)

Step 4: Determine layoff points for all employees in non-flexed SW I positions within the organizational unit.

Employee H, I - .98

Note: If Employee H was more senior than Employee D, geographic expansion would be necessary. Positions at the I level and flexibly staffed positions including the I level in the appropriate location(s) would be included, if available.

Outcome:

- Employee B is transferred to the position of Employee A and the position is flexed to the SW IV level.
- Employee A is transferred to the position of Employee D and the position is flexed to the SW III level.
- Employee D is offered the position of Employee H.
- Employee H is laid off.