

Department Header

Memorandum

To: Name
Recruitment Services Manager
Division of Personnel & Labor Relations
Department of Administration

From: Name
Human Resource Consultant

Date:

Subject: Layoff Plan # DD-FY-XX
(department #, the fiscal year the layoff occurs, sequential # of list issued during the fiscal year)

The following is the layoff plan for the [Department Name, Division Name]. We request your certification of the following order of layoff for the recognized organizational unit identified below.

[Provide a description of the reasons for layoff – information from layoff proposal to HR. Add an assessment of how vacant and nonpermanent positions will be handled and explain any other special considerations, if applicable.]

[Organizational Unit definition e.g DIVISION OF XX(Department for SU), ANCHORAGE (Location),GGU (Bargaining Unit) FULL-TIME(Layoff Status). Additionally, please note if there are any geographic expansions and what locations were included.]

Job Class Title and Code (e.g. State Specialist III, P9999): [Note if the position is flexibly staffed.]

1. Employee Name Seniority Points (e.g. 7.42)
2. Employee Name Seniority Points (e.g. 13.83)
3. Employee Name Seniority Points (e.g. 19.75)
4. Employee Name * Seniority Points (e.g. 30.08)
5. Employee Name Seniority Points (e.g. 30.17)

* Position Impacted

[Note: For GG, SU, and KK list employee in ascending order. The employee listed first is the first to be laid off, the second employee second, etc. If an employee is entitled to super seniority, their name is placed at the bottom of the list and notated with an “SS”, and they are the last to be laid off. Seniority lists are maintained in descending order or as outlined other applicable CBAs.

Add the next lower level Job Class Title in the series that serves as a bumping pool (if applicable), with employee names and seniority points as above.]

Attachments: ALDER Monthly Department Report – for Layoff (documenting positions/incumbents within the organizational unit and nonpermanent positions at the same location within the department)
Layoff Calculation Sheets or Seniority List (whichever is applicable)

cc: Division Director
ASD or equivalent