

Although you may be aware of the following provisions of the Personnel Rules and collective bargaining agreement, I have included them below to ensure that all who must deal with the situation are aware. Should layoff become necessary:

1. The collective bargaining agreement specifies that no permanent or probationary employee in the bargaining unit shall be laid off while there are emergency, provisional, or nonpermanent employees serving in the same agency and location in the same job class or in other job classes performing work to which the probationary or permanent employee could reasonably be assigned consistent with the needs of the agency.
2. A permanent employee must be given 10 working days' written notice stating the reason for the layoff. However, every effort should be made to provide at least 30 calendar days' notice whenever possible.
3. An employee serving an initial probationary period must be given 10 working days' written notice stating the reason for layoff.
4. A copy of the layoff notice must be provided to the Director of the Division of Personnel and Labor Relations or his/her designee.

This Order of Layoff list is valid for 45 days and will expire on **Date**. If it is necessary after this date to notify employees of layoff, please inform this office so that the lists may be recomputed. The information contained in this memorandum is based upon information contained in the Division of Personnel and Labor Relations records. Any discrepancies noted should immediately be brought to our attention.

cc: **Union**
Division of Personnel and Labor Relations, Recruitment Services