

Focus:	Departmental Procedures DEP	State of Alaska Department of Administration Division of Personnel Policies and Procedures
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DEFINITION:

Layoff Plan: A "Layoff Plan" is a Division Director's summary of the overall downsizing plan which results from reductions in the budget or scope of work. The plan states what amount the division's budget or scope of work has been reduced and describes the management decisions for handling the reductions. The plan is in memo form from the Division Director, through the Administrative Services Director of your agency, to the Senior Management Consultant assigned to your agency. Implementing layoff rights for a permanent substitute due to the return of the incumbent of record, for an employee failing probation in a promoted position, and for an incumbent of a position which changes status (full-time to part-time or seasonal) does not require preparation of a layoff plan.

PROCEDURE:

- I. **Formulation of a Layoff Plan:** A request for layoff should take the form of a layoff plan and must include the following:
 - A. A description of the reasons for the need for layoffs. Be as specific as you can regarding funding reductions and reductions of actual functions. Should you be considering reorganizations, your Management Services consultant would like to discuss your ideas before you begin major shifts in program delivery or staff movement. They can provide you advice regarding any contractual implications.
 - B. The PCN, job class, location and position status of the specific positions which are affected. You should also identify any vacancies in the organizational unit, as well as all nonpermanent positions in the division.
 - C. The proposed date of the layoff.
 - D. A description of what is proposed for each position listed, i.e. deletion, change in status to seasonal or part-time, transfer to another division, etc.
 - E. A review of any pending location changes or reclassifications which may be affected by the layoff.
- II. **Layoff Plan review process:** The plan is reviewed by the Senior Management Consultant to ascertain what particular administrative and contractual actions will need to be taken and to ensure that any potential violations of contract provisions are avoided. Recommendations for alternatives to layoff are considered whenever possible.

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- III. **Layoff Timelines:** The plan should be submitted as far in advance of the effective date of layoffs as possible, preferably 60 days prior to the proposed layoff date. It is the goal of the Division of Personnel to provide affected permanent employees with thirty days written notice prior to implementation of a layoff action whenever practical, however collective bargaining agreements require a minimum of two weeks written notice.
- IV. **Implementation of Layoff:** After the review process is completed and the plan approved, the Management Services staff assigned to your agency will implement the layoff by coordinating the item below. Throughout the process, the Division of Personnel staff will work closely with each Division Director and the division's administrative staff on implementation of the plan.
- A. Assuring that organizational layoff units are reviewed and updated, if necessary
 - B. Calculation of employee seniority
 - C. Production of layoff lists, including any identified vacancies
 - D. Identification of nonpermanent positions in agency
 - E. Reassignment of potentially laidoff employees to nonpermanent positions
 - F. Determination of any bumping rights
 - G. Production of letters of notification
 - H. Compilation of packets of information of those laid off
 - I. Assessment of the need for training to managers and employees on layoff procedures and rules
 - J. Coordination with appropriate union representatives
 - K. Assessment of the need for information sessions regarding benefits, unemployment, outplacement, etc.
 - L. Assessment of the need for individual counseling to effected employees
 - M. Preparation of final payments of salary, leave, etc.
 - N. Placement of the affected employee on layoff status

If agencies have any questions regarding the plan process, staff should not hesitate to contact the Division of Personnel Management Services Section.