

Focus:	Statewide Policy POL	State of Alaska Department of Administration Division of Personnel Policies and Procedures
Topic:	Layoff Plans 34101	Date: January 22, 2004
Resource:	Not selected	Page: 1

POLICY:

It is the policy of the State of Alaska that a layoff plan will be formulated at any time a division is actively considering the need to reduce the workforce.

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.

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 the agency, to the Senior Management Consultant assigned to the agency.