



Unified Government Human Resources Guide

Effective 04-01-05

LAYOFF/RECALL

- I. General: Should circumstances arise resulting in layoffs or reductions in force, it is the policy of the Unified Government to recall those employees for any future vacancies for which they may be either qualified or trained within a reasonable length of time.
- II. Policy
 - A. This policy applies to regular full-time employees.
 - B. It is the Unified Government's policy when possible to recall laid-off employees within a year when such layoff is a result of economic reasons. Layoffs resulting from other reasons may be subject to recall when determined to be appropriate by the Administrator. This should not be interpreted as the promise of a new job, but only the stated intent to recall laid-off employees, if appropriate when openings occur for which they may either qualify or be trained within a reasonable length of time in accordance with the guidelines established herein.
 - C. Exceptions
 1. The expiration of a temporary, summer or grant funded appointment is not considered to be a layoff.
 2. Reappointment to any Unified Government position after one year from the layoff date is not considered to be a recall, but a rehire. A rehire carries no benefits with it, and is the same as new employment.
 - D. Layoffs: Resulting from a lack of work or Reductions in Force
 1. Layoffs are involuntary separations. A layoff may be either permanent or temporary.
 2. In departmental workforce reductions, classification seniority shall prevail when qualifications of the employees involved are equal.
 3. Refer to 3.3—Separation from Employment for information regarding group medical coverage during a layoff.
 - E. Recalls
 1. The term "recall" shall apply only to employees who were separated from the Unified Government by layoff for less than one year. Reemployment after resignation or discharge (or beyond one year after the layoff date) shall not be considered a recall.
 2. Human Resources shall have the responsibility for administering the recall policy and for maintaining the list of employees eligible for recall and their applications. (Recall File)



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3. The offering of any full time regular position within one year by the Unified Government constitutes a recall and automatically removes the name from the Recall File, whether the former employee accepts the position or not.
4. For the effects of recall on the Seniority Date, vacation, sick leave, and group medical care coverage, see 2.11—Breaks in Employment.
5. Recall to the former position: If the department calls employees back, the call back shall be in reverse order of layoff.
6. Recall to another position in Unified Government: Human Resources will retain a list of laid-off employees in the Recall File for one year from the date of the layoff. Such laid-off employees are considered for all openings for which they apply.
 - a. When an opening occurs for which one or more laid-off employees may qualify or be trained within a reasonable length of time, the opening may be filled from such list without the use of a recruitment process with the Administrator's approval. Otherwise, persons eligible for recall shall be considered in the selection process in the same manner as all other applicants.
 - b. The department seeking to fill an open position is not required to select a laid-off employee. All that must be considered are the qualifications of the former employees and the other applicants: training or education, experience, ability, and prior job performance, not necessarily in that order. If, however, when selecting among laid-off employees, the qualifications of two or more persons are found to be equal, the laid-off employee with the greatest amount of continuous Unified Government service shall be recalled.
7. When contacting a laid-off employee for recall, Human Resources is to give him/her a deadline by which to respond. Failure to respond shall remove the employee from the Recall File.
8. Former employees in the Recall File have the right to update their applications at any time in order to enhance their chances for recall.

RELATED POLICIES: 2.11 Breaks in Employment
2.6 Selection/Transfer of Employees
3.3 Separation from Employment