

SECTION 7.04 LAYOFFS AND ABOLISHMENTS

Jefferson County Board of Developmental Disabilities (JCBDD) maintains the legal right to lay off from its work force whenever a reduction is necessary due to:

1. lack of work or projected lack of work;
2. lack of funds or projected lack of funds; and
3. job abolishment.

Layoffs shall substantially comply with the requirements specified in Ohio Revised Code Sections 124.321 through 124.328 and Ohio Administrative Code Chapter 123:1-41.

Whenever a reduction in the work force is necessary, JCBDD shall determine the classification(s) in which the layoff(s) will occur, and the number of employees to be laid off within each classification. JCBDD shall follow the procedure outlined in Ohio Administrative Code Chapter 123:1-41 to determine the order of layoff. The procedures include consideration of each employee's classification, appointment type, status, and date of continuous service.

An employee subject to layoff shall be notified, in writing or person, of the layoff or displacement at least 14 days prior to its effective date. An employee shall be notified at least 17 days prior to the effective date in cases where the layoff notice is sent by certified mail.

An employee who is laid off or whose job has been abolished may, at his/her option, exercise his/her rights to displace another employee or fill an available vacancy in the same or lower related classification, as provided in Ohio Administrative Code Chapter 123:1-41. An employee exercising his/her displacement rights shall be paid according to the rate of pay or range assigned to the classification into which the employee displaces/bumps.

A person who was laid off may be reinstated at any time within 1 year of the effective date of layoff, provided the person remains qualified to perform the duties of the position. Reinstatement of laid off employees shall comply with the provisions outlined in Ohio Administrative Code Chapter 123:1-41. Each employee eligible to be recalled from layoff shall be notified of the offer of reinstatement by certified letter.

A laid off employee shall be responsible for keeping a current address on file with JCBDD. Failure to do so may result in the inability to notify the laid off employee of his/her eligibility for reinstatement. Each recalled employee shall be allowed 10

calendar days from the date of receipt of the certified letter to return to work, except in the event of approved extenuating circumstances.

Any employee accepting or declining reinstatement to the same classification from which the layoff or displacement initially occurred shall be removed from eligibility for further recall.