**Layoff and Recall**

**Section 1. Layoff.** The City will provide the Union with notice in advance of the need to lay off a bargaining unit employee. If more than one bargaining unit employee in a bureau is in a classification for which a layoff is required, the bureau will consider the following factors when determining which employee will be impacted:

1. The needs of the organization in terms of the types of positions and the special knowledge, skills and competencies necessary to accomplish the work of the bureau, and the qualifications of employees in terms of needed special skills and expertise.
2. The overall performance of an employee.

An employee scheduled for layoff will be placed first in any declared vacancy in the impacted employee’s current classification within their bureau, provided they are qualified. If no such vacancy exist, the employee will be placed in any position in the impacted employee’s current classification within their bureau occupied by a temporary employee, provided they are qualified.

**Section 2. Redeployment.** If an employee scheduled for layoff cannot be reassigned within their bureau, the Bureau of Human Resources will make an effort Citywide to re-deploy the impacted employee into an existing vacant position in their current classification, or to any other vacant position in the City, provided the employee is qualified to perform the work. However, the employee has no guarantee of a position in another bureau. Employees who receive a regular appointment to a regular position through the redeployment process have no recall rights to their former bureau and classification.

**Section 3. Recall List.** Following layoff, an employee will be placed on the Recall List for their current classification. A confirmation letter will be sent to the employee confirming their placement on the recall list.

The Bureau of Human Resources will maintain a list of employees who have been laid off in each bureau. Each impacted employee who is placed on a list is responsible for providing the Bureau of Human Resources with their current mailing address and phone number(s).

Employees shall be placed on a Recall List for the classification from which they were laid off as follows:

for a period equal to the length of their total City service, but in no event less than three (3) years or more than five (5) years; or

until recalled to the classification from which layoff occurred, or removal as defined in the "Section 4. Recall” of this rule, providing in no event will an employee remain on the Recall List for more than five years.

The Director of Human Resources may remove from a Recall List any former employee at any time for reasons that would have resulted in discharge from active employment.

**Section 4. Recall**. Employees will be recalled, in seniority order, to declared vacancies within the Bureau from which they were laid off as they become available except when the employee lacks a specific skill, knowledge or license required for the position. A person on a Recall List who refuses a bona fide offer of re-employment from the City will be removed from the Recall List. The process for recall, including leave accruals upon recall, shall be administered in accordance with Human Resources Administrative Rule 7.06.