

Grant County Personnel Policy

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EFFECTIVE DATE: 06/30/2015

APPROVED: *for*

Richard Stevens
Richard Stevens, Chair, Board of County Commissioners

06-22-15
Date Signed

LAST REVISED: / /

CONTACT: Human Resources

1002 – Work Reductions/Call Back

- 1002.1 Employees may be laid off for reasons including, but not limited to, changes in the organization, lack of work, and/or lack of funds. When layoffs are required, the hiring authority will base the decision on the needs of the office or department. All layoffs are subject to prior approval by the Board of County Commissioners.
- 1002.2 The County will, whenever possible, provide the employee with two (2) weeks' prior notice of layoff, during which time the employee may be allowed to use earned annual leave or compensatory time to pursue other employment. During the six (6) month period following a layoff, the County will consider for recall those persons on lay off status if a suitable position becomes available and the former employee has filed a written request for consideration with the Human Resources department, subject to the following provisions: past performance, qualifications, disciplinary record, abilities and seniority will be considered to determine which employees will be recalled for available work.