

# **MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL**

## **LAYOFF**

<b>POLICY NO.</b>	13.4	<b>EFFECTIVE:</b>	01/02/2024
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The County Administrator has the right and obligation to manage the workforce to best serve the interests of the County. This may require implementation of the reduction in workforce procedure. Unless specific instruction is received from the County Administrator, the following shall serve as the general procedure for a reduction in workforce for positions under the control of the County Administrator.

- A. When a reduction in the workforce necessitates the actual removal of personnel because of reduced appropriations, lack of sufficient work or funds, or County-wide or departmental reorganization, layoffs may be ordered by the County Administrator in the following order:
  - 1. The order of the layoffs shall be inverse to the relative value of the employees to the County as determined by the County Administrator.
  - 2. No regular full-time employee shall be laid off from any position while any temporary employee's employment is continued in the same position classification.
  - 3. No regular part-time employee shall be laid off from any position while any temporary part-time employee's employment is continued in the same position classification.
- B. The County Administrator's Office is responsible for executing the necessary written notices and notifying employees of layoff decisions. Department heads shall immediately advise the County Administrator's Office of any personnel problems arising from a layoff.
- C. Notice of Layoff
  - 1. Insofar as practical, all employees to be laid off shall be provided a minimum written notice of 14 calendar days.
  - 2. Department heads shall personally meet with each affected employee to inform the employee of the layoff decision.
- D. Recall Lists

1. All employees who are laid off as a result of this policy shall be placed on a Recall List for their position classification and for their department until a job offer is made or for one year from the date of separation, whichever comes first. Once a job offer is made, whether accepted or refused, the laid off employee shall be removed from the Recall List.
2. Individuals recalled to fill the same position from which they were originally removed shall be restored to regular employment status and not serve any additional probationary period.

#### E. Employee Responsibility

Any employee laid off and placed on a Recall List is responsible for notifying the County Administrator of any change in address or telephone number. Employees shall be notified to return to work by registered mail. Any individual who fails to report to work as directed within five workdays following receipt of notification to return to work shall be removed from the Recall List and no additional efforts shall be made to contact the individual.

#### F. Aid to Employees

Employees who are laid off under a reduction in force directive are eligible to apply to the Virginia Employment Commission for unemployment compensation. Laid off employees shall be paid for accrued holiday leave, paid time off and compensatory leave as if they had resigned.