

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

LAYOFF/REDUCTION IN FORCE

**SECTION 2.14
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A. Each SCAA maintains the legal right to layoff employees from the Appointing Authority's respective work force whenever a reduction in staffing levels is necessary due to:

1. lack of work;
2. lack of funds or projected lack of funds; or
3. the abolishment of positions.

Layoffs shall never be considered disciplinary actions.

- B. When a reduction in force is determined to be necessary, the SCAA shall determine the classification(s) in which layoffs will occur and the number of employees to be laid off within each classification.
- C. The SCAA shall provide a statement of rationale and supporting information to D.A.S. justifying the layoff or job abolishment.
- D. In order for a layoff of an employee in the classified service to be effective, the appointing authority must substantially comply with the procedural requirements as contained in Chapter 123:1-41 of the Ohio Administrative Code.
- E. The SCAA shall establish recall lists. Employees shall be eligible for reinstatement for one (1) year following layoff. Employees shall be offered positions that become available within the employee's classification or lower classifications within the classification series. The recall lists shall be prepared for all laid off or displaced employees and shall be by classification in inverse order of the layoff.