

Focus:	Management Services MAN	State of Alaska Department of Administration Division of Personnel Policies and Procedures
Topic:	Layoff 34000	Date: January 22, 2004
Resource:	Checklist CHK	Page: 1

PROCEDURES:

The Management Services Section of the Division of Personnel is responsible for overall coordination of layoff. Utilization of the checklist below will better assure timeliness, consistency, contractual compliance and sensitive handling of the layoff process.

I. Preparing for Layoff

- Provide consultation to managers considering layoff, and assist them with developing a Layoff Plan.
- Review, revise and approve the final Layoff Plan, per the Layoff Plan procedures. The plan should clearly identify a valid reason for layoff: shortage of work, shortage of funds, or other business related reasons outside of the employee's control. Other conditions may result in placing an employee in layoff, such as change of position status, the end of a permanent substitute appointment, or nonretention in a position to which previously promoted.
- Review the approved departmental organizational units maintained by Employee Services.
 - Review whether unique organizational subdivisions are still supportable or need to be changed or deleted. Changes generally require 30-days notice to bargaining units.
- Arrange for an updated PCN list or seniority list (depending on bargaining unit) to determine layoff and bumping pools, as well as possible reassignments to nonpermanent work.
 - The list should include PCN and position information (bargaining unit, division, location, status [FT/PT/Seas], classification title and/or code), as well as vacancies and incumbents' names, social security numbers, bargaining units, locations, class titles and status, and any other data needed to determine layoff pools within the agency's division structure. Note: Seasonal part-time positions are considered seasonal.
 - The PCN list should include all nonpermanent positions, with position control data as above, in locations which may be affected by the layoff.
 - Identify any variants between position control data and employee base data. Research and reconcile any variants carefully to determine which information is to be used in determining layoff pools. An employee in acting status will appear as a variant; for acting situations, Position Control data should be used in determining layoff pools. Job share incumbents will appear as variants and are treated according to their work schedule, rather than the position control information, i.e. PT in a FT position.

Focus:	Management Services MAN	State of Alaska Department of Administration Division of Personnel Policies and Procedures
Topic:	Layoff 34000	Date: January 22, 2004
Resource:	Checklist CHK	Page: 2

- For seasonal layoffs, the PCN list should include the last date of seasonal leave-without-pay. If the incumbent has been working continuously in the same position for more than a year, determining the appropriate layoff organizational unit (Fulltime or Seasonal) may require careful consideration. Contact Labor Relations.
- Coordinate with the Classification and Technical Service Sections to restrict or carefully scrutinize location or classification changes to positions potentially affected by the layoff. Any changes while layoff is being actively planned can lead to abuse or skewing, or the perception of abuse or skewing, of the layoff pools.
- Review any Letters of Agreement in place which may affect the layoff.

II. Identification of affected employees.

- Determine if the layoff requires a layoff pool to be calculated: For example, layoff due to change of position status, the end of a permanent substitute appointment, or nonretention in a position to which previously promoted do not affect the organizational unit.
- Using the PCN list, identify the incumbents and vacancies in the affected organizational unit to be considered in the layoff pool. Pay particular attention to bargaining unit and position status indicators.
- In accordance with the governing collective bargaining agreement, determine whether the pool needs to be expanded geographically or to lower levels within the job class series. Identify incumbents and vacancies in the expanded pool.
- Identify any incumbents with Super Seniority or other seniority rights.
- Forward the list of potentially affected incumbent's to the Technical Services Section for calculation of seniority points.

III. Order of Layoff

- Review layoff calculation sheets prepared by the Technical Services Section for gross error and overall completeness, including secondary verification of points.
- For each separate layoff action, determine a Layoff Order number (#DDNN.CY-department/sequence number.calendar year)
- Prepare a Layoff Order memorandum to the director of the division in which the layoff is proposed.
 - List affected employees by job class in order of their layoff points including position location information. Employees with Super Seniority are listed as if having the highest points. Review the appropriate contract for specific details of construction of the list.
 - In keeping with DOP guidelines and collective bargaining agreements, collect and use appropriate employee information to break any ties that

Focus:	Management Services MAN	State of Alaska Department of Administration Division of Personnel Policies and Procedures
Topic:	Layoff 34000	Date: January 22, 2004
Resource:	Checklist CHK	Page: 3

occur.

- If bumping pools are formed, list positions and incumbents in descending level of classification below the initial layoff list.
- Calculate the expiration date of the list according to the governing collective bargaining agreement and insert it where appropriate in the letter.
- Send the Layoff Order memorandum to the director of the affected division, with a copy for your files.
- Maintain a file for each separate layoff by division and layoff order number, including printed copies of each employee's layoff calculation sheet associated with that layoff order, the Layoff Order memorandum and all further correspondence related to that layoff.

IV. Implementing Layoff

- Upon receipt from the division director of a written (email or memo) request to implement layoff, including the number of positions to layoff in each job class, determine which employees are to be contacted regarding reassignment to nonpermanent work, which are to receive notices of layoff, and which are to receive 'bumping' letters.
 - Carefully following appropriate contractual language and DOP guidance, determine which employees will be laid off and which will face potentially being bumped.
 - Carefully following appropriate contractual language and DOP guidance on handling nonpermanent positions in the face of layoffs, offer the most senior employee actually facing layoff the opportunity to continue working performing nonpermanent work. The offer of a reassignment to nonpermanent work occurs prior to the notice of any bumping opportunities, as the reassignment will delay the actual layoff.
- Assure the preparation of employee notices of layoff, bumping rights or potential for being bumped, carefully reviewing each notice for effective date, reason for layoff, offer of appropriate options, response date for any bumping decisions, and correct default actions if the employee fails to respond timely.
- Assure the preparation of layoff information packets, assuring the recall conditions sheets and information sheets are appropriate to the governing bargaining unit.
- Assure the mailing by certified mail of original notice to employee's home address as listed in AKPAY, with copies to the affected division director, appropriate union, Technical Services, Employee Services and the Management Services layoff file. Note the certified mail number, the hand-delivery date and time on your copy of the notice.

Focus:	Management Services MAN	State of Alaska Department of Administration Division of Personnel Policies and Procedures
Topic:	Layoff 34000	Date: January 22, 2004
Resource:	Checklist CHK	Page: 4

V. Tracking bumping rights

- Establish a 'tickler' system to track notification to and response deadlines for employees with bumping rights.
- Direct the preparation and certified mailing of correspondence documenting final actions taken based on decision of employee with bumping rights, with copies to the affected division director, appropriate union, Technical Services, Employee Services and the Management Services layoff file. Note the certified mail number or the hand-delivery date and time on your copy of the notice.