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| <b>Scotts Valley Fire Protection District</b> | <b>Policy: 1503</b>           |
| <b>Subject: Personnel Layoffs</b>             | <i>ADOPTED: SEPT. 4, 1998</i> |

***Policy 1503: Personnel Layoffs***

Layoff shall be defined as the involuntary separation from district service by a full-time employee due to reorganization, shortage of work, lack of funds or other curtailment of public service activity.

1. In the event of a layoff, those employees with the least continuous service (seniority) in the classification affected shall be laid off first. Seniority shall also be the basis for reinstatement, with the last person laid off being rehired first. All personnel being rehired shall pass a physical examination prior to reinstatement.
2. If a position is eliminated in a higher position of the same or similar classification, affected employee shall have bumping rights to a lower position, provided said employee has successfully completed probation in the lower class, and has more continuous service than the employee being bumped.
3. The district will maintain a seniority list which will be utilized for the sequential order of layoff or rehire should there be more than one employee affected.
4. If a vacant or open position becomes available within the same or similar classification within three (3) years from the time of a layoff, those employees laid off shall be given preference for rehiring. If the employee is reinstated within the three (3) years, his/her previous time shall count toward employee's total time for the purpose of vacation accrual and promotion opportunities. Sick leave hours accrued prior to layoff shall be reinstated.
5. In the event that layoffs become necessary, the fire chief shall develop a layoff plan which shall be approved by the Board of Directors. Such plan shall consist of:
  - Services to be curtailed;
  - District classifications recommended to be cut or eliminated;
  - Individuals to be laid off or demoted due to such cuts.
6. This section shall not apply to any person suspended, placed on leave, or terminated in connection with disciplinary action or adverse performance.