

BOARD POLICY

Classified Employees, Layoff Procedures for

When classified employees are laid off for lack of work or lack of funds, layoff shall be made in inverse order of seniority in the class in which the layoff occurs. The employee who has been employed the shortest time in the class, plus higher classes, shall be considered to have the least seniority and, therefore, shall be laid off first.

Employees to be laid off shall be given at least 30 days written notice of such layoff.

Ref: EC Section 45117, 45308

Adopted: February 1, 1977

Revised: August 27, 1979

Reviewed: March 4, 1986

Reviewed: July 1, 2000