

7 - EMPLOYMENT TERMINATION

7.3 - Layoff Procedures

Revised: July 1, 2007

Reviewed: July 2018

If it is necessary for employees to be laid off because of lack of work, lack of funds, or reorganization, the order of layoff will be based on the need to provide services to the public as determined by the City Administrator and with approval by the City Council.

Layoff procedures for employees covered by collective bargaining agreements will be in accordance with the appropriate bargaining agreement.

Layoff procedures for Civil Service employees not covered by a collective bargaining agreement will be in accordance with Chapter 400 of the Code of Iowa.

PROCEDURES

If it is necessary to reduce the size of the work force, the affected employee will be given a written notice at least two weeks before the date the layoff will begin.

If a layoff requires termination of full-time regular employment for a non-union employee, the employee will receive 80 hours of severance pay in addition to pay for all unused personal time and unused and accrued vacation. Non-exempt (hourly) employees will be paid for accumulated unused compensatory time.

Employees whose positions are eliminated are not eligible for severance pay.

RECALL FROM LAYOFF

The names of all regular employees who are laid off shall be placed on a re-employment list. Such persons shall be eligible for re-employment in the same position in the same division from which they were removed for a period of two years, provided that they are still available, qualified, and are able to perform the job.

The City Administrator will determine the order of any recall based on the need to provide services to the public.

An individual who is recalled to return to work must return no later than eleven working days from the date of notification of the recall or the individual will be removed from the re-employment list. The intent of this provision is to allow the individual to give two weeks' notice to a current employer before returning to employment with the City.

Temporary employees do not have recall rights.