

County of Cumberland Board of Chosen Freeholders	Policy Number: 3.07	Pages: 1 of 2
Chapter: Personnel Actions		Effective Date: August 11, 1994
Subject: Layoff		

I. POLICY:

Cumberland County government may for reasons of efficiency or economy or other related reasons initiate a reduction in the workforce.

II. DEFINITIONS: NONE

III. PROCEDURE:

A. The New Jersey Department of Personnel is responsible for determining seniority and designating lateral, demotional and special reemployment rights for all career service titles prior to the effective date of layoff.

B. Alternatives:

The County Director of Personnel and Human Resources should lessen the possibility of layoffs by considering the following alternatives:

1. Granting leaves of absence without pay to permanent employees without affecting seniority
2. Allowing a voluntary reduction of work hours by employees
3. Providing employees with optional temporary demotional title changes

C. The Director of Personnel and Human Resources shall:

1. Consult with union representatives prior to offering alternatives
2. Submit a plan for alternatives to layoff to the State Department of Personnel for approval prior to implementation. The plan shall include:
 - a. Time periods for alternatives

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b. A statement of employees' right to be restored to prior status should a layoff occur; and

c. Summaries of employee status and salary at the conclusion of time periods

D. Pre-Layoff Actions:

The County shall lessen the possibility, extent or impact of layoffs by implementing, as appropriate, the following actions:

1. Initiating a temporary hiring and/or promotional freeze
2. Separating non-permanent employees
3. Returning provisional employees to their permanent title
4. Reassigning employees
5. Assisting employees in obtaining other employment

E. The Director of Personnel and Human Resources shall:

1. Submit any and all information required by the State Department of Personnel within the specified time period as permitted by the State Department.
(Usually 30 days prior to issuance of layoff notices)
2. Serve affected employees, at least 45 days prior to the action, with a written notice either personally or by certified mail.
3. Post notice of layoff in all facilities of the affected department.
4. Keep records of those employees receiving layoff notices.