

North Olympic Library System

Policy 2-9 Staff Layoff and Recall adopted by NOLS Board of Trustees, May 7, 1977
Last revision: 4-27-95

A. POLICY STATEMENT

The Library recognizes the vital contribution to public library service that is made by every staff member who performs the responsibilities of his or her position in a conscientious, accurate and productive manner.

In the event that it becomes necessary to reduce staff size, it is the policy of the Library that every effort will be made to retain those staff members who have demonstrated the highest degree of skill, effort and ability. Length of employment will be considered, along with the balance of skills necessary to perform the remaining work. The layoff of non-exempt employees shall be governed by the provisions of the Collective Bargaining Agreement currently in effect.

B. BASIC PROVISIONS

1. The Library Director shall be responsible for determining and recommending to the Library Board of Trustees the staff size and balance of skills necessary to meet the revised operating level of the Library.
2. Regular Full-time and Regular Part-time employees shall be given first consideration to be retained over Temporary employees.

C. NOTIFICATION AND DURATION OF LAYOFF

1. Each employee to be laid off will be given a minimum of two weeks notice of layoff. Employees shall be placed initially on paid vacation status until such accrued vacation leave is exhausted, with the Layoff period beginning the first regular work day following the vacation period.
2. Employees placed on layoff status shall be eligible for recall from layoff for a period of twenty-four (24) months.

D. LAYOFF AND CONTINUOUS SERVICE/BENEFIT PROGRAMS

1. Employees placed on layoff status shall maintain their official date of employment for the duration of the layoff period.
2. While on layoff status, employees shall maintain their sick leave benefits accrued through the effective date of layoff. Sick Leave and Vacation benefits shall not be earned during periods of layoff.
3. Employees may continue their group insurance coverage in accordance with the provisions of such plans and the Consolidated Omnibus Budget Reconciliation Act (COBRA) by paying the full cost of the monthly premium amount at such times as designated by the Library.

E. RECALL FROM LAYOFF

Any employee who is laid off shall be placed on a recall list for that classification and for any lower classification for which the Employee has the skill and ability to perform the work. The employee shall remain on the recall list for period of twenty-four (24) months. The employee shall have the responsibility to keep the Employer informed as to his/her current address and telephone number. Failure of an employee to respond within five (5) working days or to report within (10) working days of notification to report from reinstatement shall result in the removal of the name from the recall list. A reporting date in excess of ten (10) working days may be mutually agreed to. Employees may decline reinstatement during the recall period without loss of their seniority ranking on the recall list. Any notification of re-employment to an employee laid off shall be made by telephone followed by written notification. Recalled employees shall be reinstated with full seniority and sick leave accrual which they had as of the date of layoff.

F. EXPIRATION OF LAYOFF STATUS

In the event an employee is not recalled to active employment by the end of the twenty-four (24) month layoff period, the employees layoff status shall expire. The employee shall be notified in writing of the removal of his/her name from the recall list.

G. ADMINISTRATION

The Library Director shall be responsible for the administration of the Staff Layoff and Recall Policy.