



## Policy HR 3.4 Layoff and Reinstatement

Adopted by the Library Board of Trustees: 01/24/2013  
Revised: 02/23/2017

NOLS recognizes the many vital contributions that its employees provide to the community. Regrettably, the business function of the Library is directly affected by an ever changing economic environment and demand for service. A reduction in the number of staff may occur based on a reduction in funding, lack of work, or impending budget changes.

When identifying the positions and employees that will receive layoff notices the Library will consider the affected employee's length of service, provided the employee possesses the required job skills and abilities.

Before laying off employees, the Library will generally take steps to release temporary and on-call employees first, when it makes operational sense to do so in the Library's discretion.

The Library generally will not use volunteers to fill the positions of employees displaced during the layoff.

### **I. Notification process**

The Library will strive to give the employees affected by a layoff a minimum of two weeks of advance notice. During the advance notice period, a regular full time employee represented by a bargaining unit will be provided with sixteen (16) hours of paid leave time to conduct a job search. A regular part-time employee represented by a bargaining unit will be provided with a portion of sixteen (16) hours, pro-rated according to the number of hours per week the employee is budgeted and scheduled to work.

A laid-off employee will be permitted to use and/or exhaust his/her accrued vacation leave while on layoff. Alternatively, the affected employee may choose to receive a one-time cash out of all accrued vacation time.

While on layoff, the employee will maintain his/her balance of sick leave for the duration of the period of layoff, however, the employee will not accrue sick or vacation time or other benefits while on layoff status.

While on layoff status, the affected employee may self-pay the full cost of medical and dental insurance premiums in accordance with Consolidated Omnibus Budget Reconciliation Act (COBRA).

## **2. Reinstatement list**

Employees will remain on a reinstatement list for the classification to which they are assigned or a lower assigned classification for which they are qualified for a period of 24 months, during which time they will be eligible for recall to work.

Employees will be recalled to duty based on their job status, e.g. full-time, part-time, seniority, and their possession of the necessary job skills and abilities.

The laid-off employee is responsible for providing the Administrative Operations Department with his/her current contact information, including mailing address, email address and phone number(s).

Once notified of being recalled from layoff, the affected employee is responsible for promptly notifying the Library of receipt of the notification and their intent to report to duty.

The employee must return to work within 10 working days of being called back to work. Failure to respond within 10 days will result in the employee being removed from the reinstatement list.

Notification will be done by phone or email and confirmed by written letter sent to the last known address on file. The employee may request an extension for reporting back to work in excess of the 10 days by submitting a written request to the Library Director. The Library Director will make such determinations based on the business needs of the Library.

Employees may decline reinstatement during the 24 month period without loss of seniority placement.

Upon reinstatement to NOLS employment, the employee's seniority and accrued sick leave will be restored.

## **3. Removal from reinstatement list**

An employee will be removed from the reinstatement list at the conclusion of a 24 month period and will be notified of their removal from the list by written letter sent to the last known address on file.

## **4. Administration**

Once the decision has been made that layoffs are necessary, the Administrative Operations Department is responsible for overseeing the process of notifying employees and maintaining the bumping and reinstatement lists at the direction of the Library Director.