

<b>Procedure Title:</b>	Management Service Layoff				
<b>Procedure Number:</b>	DHS-060-027-01	<b>Version:</b>	1.0	<b>Effective Date:</b>	09/13/2002

DHS Chief Administrative Officer

09/13/2002

Approved By: (Authorized Signer Name)

Date Approved

## Procedure

Step	Responsible Party	Action
1.	Asst. Director Appointing Authority	Identify positions that will be targeted for Removal Due to Reorganization or Lack of Work (Layoff) based on function, program or geographic location.
2.	Appointing Authority	Consider the employee's qualifications and the quality of performance, relative merit & length of state service in determining the order of the individual layoff.
3.	Office of Human Resources (OHR)	After the list of positions and employees is compiled, Office of Human Resources (OHR) develops a Department layoff list and reviews the list of employees for restoration rights and other options available.
4.	OHR	Develop notices (layoff letter), with at least 15 days advance notice of removal due to reorganization or lack of work (layoff) and delivers the notice to the employee.
5.	OHR	Meet with employee to discuss options and restoration rights, if necessary.
6.	OHR	If employee is eligible for restoration, OHR locates appropriate classification and returns employee to classified service per applicable collective bargaining agreements.
7.	OHR & Payroll	If employee is not eligible for restoration, the notice (layoff) goes into effect and final payroll and Personnel action is completed.
8.	OHR	Return from Layoff - Employees who are on the Department layoff list shall be contacted for vacancies in the Department, in the classification in which they were laid off.
9.	Employee	Appeals - If employee wishes to appeal, see grievance review procedures in Chapter 70.

## Policy that applies:

[DHS-060-027, Management Service Layoff Policy](#)

**Form(s) that apply:**

None

**Contact(s):**

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**Procedure History:**

- **Version 1.0:**  
09/13/2002 Initial Release

**Keywords:**

(List keywords here that might be used by someone to search for this policy on the internet)

