

Policy

Policy Title:	Management Service Layoff				
Policy Number:	DHS-060-027	Version:	1.0	Effective Date:	09/13/2002

DHS Chief Administrative Officer

09/13/2002

Approved By: (Authorized Signer Name)

Date Approved

Overview

Purpose/Rationale:

To establish a policy for management service employees who are removed from management service due to reorganization, lack of work (layoff), or lack of funds.

Policy

1. General

- a. When a reduction in work force is necessary as a result of lack of work, curtailment of funds or reorganization, the Department of Human Services (DHS) is committed to providing a fair and equitable process in retaining the necessary workforce to carry forward the mission of the Department.
- b. There is no provision for bumping within management service.

2. Identifying Positions

- a. Positions will be identified based on function, program or geographic area, to be determined by the Appointing Authority.
 - A. The Appointing Authority shall consider the needs of the organization in terms of the types of positions and the special knowledge and skills necessary to accomplish the work of the Department to serve the people of the State of Oregon.
- b. The Department shall:
 - A. Consider the needs of the organization in terms of the type of positions and the special knowledge, skills and abilities necessary to accomplish the work of the agency as best serves all people of the State of Oregon.
 - B. Consider the qualifications of the employees in terms of special skills and expertise.
 - C. Consider the quality of performance, relative merit, and length of state service in determining the order of the individual's removal from management service due to reorganization, lack of work, or curtailment of funds (layoff).

3. Guidelines

- a. The Department shall:
 - A. Provide at least 15 days written notice of removal from management service due to reorganization, lack of work, or curtailment of funds (layoff).
 - B. Develop a Department layoff list.

- C. Management service employees other than those on initial trial service, who are removed due to reorganization, lack of work, or curtailment of funds, shall be placed on the Department layoff list by classification.
- D. If eligible, restore management service employee to the previous classification and service held.
- E. Collective bargaining agreements prohibit cross bumping into the bargaining unit.
- F. Management service employees who held previous classified service and who are removed from the management service due to reorganization, lack of work or curtailment of funds are eligible to be restored to a position held in the same agency and service prior to appointment to the management service in accordance with ORS 240.570.
- G. Authorize moving expenses in accordance with Oregon Accounting Manual 06 01 00.P.O., Should removal and restoration of a management service employee result in a physical move from their official work site to the new work site of more than 50 miles.

Procedure(s) that apply:

[DHS-060-027-01, Management Service Layoff Procedure](#)

Form(s) that apply:

None

Definition(s):

Crossbumping: a removed management service employee cannot bump an employee in the collective bargaining unit.

Also see:

[Common Terms](#) for Human Resource policies

[Common Terms](#) for all department-wide support services policies

Reference(s):

[DAS, HRSD Policy 50.025.01](#)- Layoff/Removal

ORS 240.015; 240.145(3); 240.250; 240.309; 240.316(1)(2)(3); 240.425; 240.430; 240.570(1)(2); 240.580

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Policy 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)