

## RULE 8

### EMPLOYMENT LISTS/APPOINTMENTS

#### SECTION 1: EMPLOYMENT LISTS

The five (5) types of employment lists are:

- A. lay-off lists
- B. original employment lists
- C. reinstatement lists
- D. promotional (see Rule 9) lists
- E. transfer/voluntary demotion (see Rule 9) lists.

#### SECTION 2: LAY-OFF LISTS

A layoff may occur due to lack of work or funds, contractual or technological changes, or other reasons as determined by the City Manager. An employee being laid-off will receive a minimum notice of 30 calendar days.

In the event of a lay-off, the reduction of employees affected shall follow the order below:

A. Type of Appointment Within Classification and Position

- 1. Temporary employees
- 2. Part-time employees
- 3. Probationary employees
- 4. Classified employees

B. Seniority Within Classification

Classified employees shall be laid-off in the reverse order of their appointment in that classification.

C. Returning to Former Job Classification

If a position is abolished and the employee with the least seniority in that job classification has seniority in a former classification greater than the employee currently holding the position, the employee may bump the employee with less seniority. Seniority relates only to time spent in a particular job classification.

A lay-off list shall be maintained for each classification. An individual may remain on the lay-off list for a maximum of two years. As vacancies occur, individuals will be re-hired from the appropriate lay-off list according to seniority; the most senior person laid-off will be the first person hired back.

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SECTION 3: ORIGINAL EMPLOYMENT LISTS

An original employment list shall consist of the names of applicants who have successfully demonstrated their qualifications for the classification. Such lists shall result from open-competitive examination.

Eligible applicants who are not selected for employment shall be given notice to that effect.

Original employment lists shall remain in effect for six (6) months, unless exhausted sooner. At the request of the Department Director and approval by the City Manager, an employment list may be extended to a maximum of one (1) year.

SECTION 4: REINSTATEMENT LISTS

An employee who resigns from City service after completing their probationary period may request in writing to be placed on the reinstatement list. Upon approval of the Department Director and City Manager, the employee's name will be placed on a reinstatement list for equivalent or lower position classifications occupied at the time of resignation, contingent upon the following:

- A. Employee must have resigned from City service in good standing.
- B. Employee may be reinstated within one (1) year of their termination date.
- C. Candidate on a reinstatement list may be subject to further testing.

The Department Director may draw from anywhere on the reinstatement list. Employees hired from a reinstatement list are classified as new employees and must repeat the required probationary period.

Employees who retire under one of the state sponsored retirement plans are not covered under the reinstatement provision.

An employee who resigns from City service to enter active duty in the armed forces, voluntarily or involuntarily, will be covered under the provisions of the Uniformed Services Employment and Reemployment Rights Act.

SECTION 5: APPOINTMENT PREFERENCE

Vacancies in the classified service are filled by one of the following methods and by giving preference to this order:

- A. Involuntary transfer
- B. Appointment from lay-off lists
- C. Appointment from promotional lists
- D. Appointment from open-competitive, voluntary transfer/demotion or reinstatement lists
- E. Temporary appointment

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SECTION 6: APPOINTMENTS

Appointments to vacant positions in the City service shall be made in accordance with this Personnel Ordinance. Appointments and promotions shall be based on merit and fitness to be determined so far as practicable by competitive examination.

Recommendations shall be made by the Department Director subject to appointment by the City Manager.