

## Layoff and Reinstatement

### 309.1 PURPOSE AND SCOPE

The purpose of this policy is to set forth the department's procedures concerning employee layoff. This policy applies to all employees.

### 309.2 AUTHORITY AND REFERENCES

- Executive Committee;
- Memorandums of Understanding (MOU);
- Management Resolution.

### 309.3 POLICY

The need to effect layoffs of employees as a result of reduction in work force shall be determined by the Chief Probation Officer and shall be governed by the provisions of the applicable Memorandum of Understanding or Management Resolution.

### 309.4 PROCEDURE

Employees should refer to the current applicable Memorandum of Understanding or Management Resolution for procedures concerning layoff and reinstatement. MOUs and the Management Resolution are available on the County of Riverside Human Resources website at: <http://www.rc-hr.com/HR-Services/Employee-Relations/MOUs-Resolutions-and-Ordinances>.

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