



SECTION: HR  
TOPIC: LAYOFF 01

FEBRUARY, 2007

## **ADMINISTRATIVE PRACTICES MANUAL**

### **SUBJECT: LAYOFFS AND REEMPLOYMENT**

1. Mandatory reemployment is defined as a hiring action, without competition, of a former employee into a position in the same range or lower pay range in which he/she was previously employed and for which he/she can qualify.
2. The Employee Relations Division shall administer reemployment actions
3. Except for laid off employees, reemployment rights are not mandatory.
4. Laid off employees will be afforded all rights available under the Dane County Civil Service Ordinance or applicable union contract for a period of one (1) year, depending on employee status, which in general terms includes credit for prior service, reemployment at the same salary and no probationary period.
5. Terminated employees other than layoffs (e.g., quits), if they so request, may be granted a permissive reemployment privilege for one (1) year from the date of separation in accordance with the Dane County Civil Service Ordinance, but are rehired as original employees with no credit for prior service. Permissive reemployment rights for bargaining unit positions apply primarily to entry level positions or for promotional opportunities if no current County employees are qualified and apply.

**END OF POLICY**



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**SUBJECT: SICK LEAVE USE-MANAGEMENT OF**

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Since procedure here is so variable dependent upon the type of layoff or termination (temporary, permanent, bargaining unit, non-bargaining units, etc.), when an appointing authority is contemplating a possible layoff, that appointing authority is to contact the Employee Relations Manager for advice on procedure. Regarding the nature of reemployment procedures, these also vary greatly making it advisable to consult the applicable Union contract or Civil Service Ordinance and the Employee Relations Manager.

**END OF PROCEDURE**