

LAY-OFF

Purpose:

The district reserves the right to lay-off full-time employees when economic working conditions change, or their position with the district is being eliminated.

Notice:

A 10 day notice of lay-off shall be given to the employee affected. All notices shall include in writing the date, time, and reason the employee is being laid off. Laid off employees shall be entitled to any vacation time or any other time due them up to the last day worked.

Seniority:

The employee with the least amount of seniority shall be laid off first and following the same order of seniority.

Call Back:

When economic conditions change and it becomes financially feasible to call back laid off employees, laid off employees will be called back to work in the order of highest level of seniority.

- A. Called back employees shall be notified in writing.
- B. The call back notice shall include the date and time the employee is scheduled to return to work.
- C. The laid off employee shall have 10 working days to respond to the call back notice.
- D. In the event that an employee does not return to work or answers the call back notice, it shall be assumed that the employee has terminated their employment.
- E. Appropriate actions will be taken to notify the employee that they are no longer employed by the district.
- F. The following information shall also be provided for laid off employees:
 1. Kentucky Bureau of Employment Services
 2. Health care information
 3. Life insurance information
 4. Retirement policy information
 5. COBRA Information

Recall List:

In the event of employee lay-off, a recall list shall be maintained. Affected employees shall be given first preference over new hires. The recall list shall be maintained for a period of one year from the date of lay-off. Employee lay-off and callback shall only apply to all hourly employees.