



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



255.06
LAYOFF/RECALL - NON-CAREER
09-16-91

PURPOSE

To establish procedures governing layoff and recall of non-career employees.

POLICY

To ensure non-career employees are afforded layoff and recall rights per established labor agreements.

PROCEDURE

A. LAYOFF

1. When lack of work or funds necessitates a layoff of non-career employees in a given class, employees having the least amount of time in the class shall be laid off first.
2. City Personnel shall maintain a list of non-career employees laid off due to a reduction in the work force.

B. RECALL

1. Non-career employees laid off because of lack of work or funds shall have recall rights back to the job classification from which they were laid off for a period of two (2) years.
2. The recall rights shall be as follows:
 - a. Non-career employees shall be considered for recall in the inverse order from which they were laid off for an opening within their classification.
 - b. Three names from the non-career lay-off list shall be considered for any opening in a non-career position.
 - c. If there are fewer than three names from which to make a selection, then other individuals may be considered for the non-career position.
 - d. The Department Head or a designee shall appoint the most qualified individual(s) based on the rule of three after interviewing for the vacant position(s).