

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Policy No.: 8-5

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Recall

OVERVIEW: This policy explains the County procedure for the recall of employees to work after a period of enforced unemployment.

SCOPE: This policy applies to all persons employed by the Board of County Commissioners.

PROVISIONS:

1. Recall is initiated by the Administrating Official or designee.
2. Laid-off employees shall be recalled to the same classification and department from which they were laid off in the reverse order in which they were laid off, provided that the employees have not been laid off for more than twelve consecutive months or one-half the employee's length of continuous employment with the County at the time of layoff, whichever is less. After this period, the laid-off employee no longer has recall rights.
3. An employee who is laid off and fails to return to work within three working days after having been recalled in writing by certified mail with return receipt addressed to the last known address on record shall not be eligible for recall unless there is an acceptable reason for such failure.
4. The anniversary date for a laid-off employee who is reinstated after recall within twelve months of the effective date of layoff shall remain the same.
5. Seniority in lay off refers to most senior, by initial hire date, within classifications.
6. An employee that is reinstated within twelve months shall retain all unused sick leave that was accumulated up to the date of layoff in accordance with these regulations.
 - a. For purposes of vacation and sick leave accrual rates only, an employee reinstated to a permanent position shall retain credit for prior service.
 - b. A laid-off employee who is reinstated shall not use or accrue vacation or sick leave benefits during the period the employee was laid off.

County Manager

County Attorney