

	<i>Administrative Regulation</i>	
	Policy#	17.3
	Effective:	10/02/2018
	Revised:	06/30/2025
<h2>Layoff and Recall</h2>		Owner:
		Human resources

**Note:** Terms in **bold** and *italics* throughout this policy are defined below.

### PURPOSE:

To outline clear and consistent procedures related to employee layoffs and recall, while reinforcing the City's commitment to occupational and emotional well-being through fair treatment, transparency, and support during transitions.

### SCOPE:

This regulation applies to all non-represented employees of the City of Springfield. Represented employees should refer to the applicable labor agreement for layoff and recall procedures. This regulation does not apply to employees in their ***initial probationary period***, or to ***temporary, limited duration***, or ***seasonal employees***.

### POLICY:

In support of the LiveWell initiative, the City is committed to minimizing the impact of layoffs by first exploring alternative cost-saving strategies that protect jobs and preserve workforce stability. Prior to initiating a layoff, departments should consider the following options:

- Identifying employees who may voluntarily reduce their ***FTE***
- Reviewing current vacancies within the affected classification
- Implementing a temporary hiring freeze
- Reassigning employees to other positions within the department
- Exploring other cost-saving opportunities

Layoffs may be ***temporary*** or ***permanent***, and may be implemented due to budget reductions, lack of work, organizational restructuring, or evolving operational needs. The City will determine when a layoff is necessary and which positions are affected. All layoffs must be coordinated with Human Resources and approved by the City Manager.

In lieu of a layoff, an employee may voluntarily demote to a vacant position in a lower classification that requires similar knowledge, skills, and abilities. Placement is contingent on position availability and qualifications. The employee will be placed within the appropriate ***pay range***, based on experience, as determined by Human Resources. ***Bumping*** into a lower classification within the same occupational group is not permitted.

Employees classified as **limited duration**, **temporary**, or on **initial probation** may be separated at the discretion of the department director and are not subject to this regulation.

## **PROCEDURE:**

### **1. Layoff Process**

- 1.1. A department director may initiate a layoff, with approval from the City Manager, based on lack of funds, work, or other operational changes.
- 1.2. Employees will be selected for layoff based on the following criteria, as determined by the City:
  - 1.2.1. Knowledge of the program, department, organization, and profession.
  - 1.2.2. Relevant skills, education, or certification.
  - 1.2.3. Documented **disciplinary actions**.
  - 1.2.4. **Seniority** in the same **job addendum title**.
- 1.3. Department managers will provide an initial recommendation identifying affected positions.
- 1.4. The proposed layoff must be reviewed by Human Resources, the City Attorney's Office, and the City's stop-loss insurance provider prior to notifying impacted employees.
- 1.5. The department director will issue formal layoff notices with a minimum of 30 calendar days' notice, unless an emergency is declared, or a different notice period is specified in the employee's applicable labor contract.
- 1.6. Human Resources will work with other departments to identify opportunities for reassignment. **Bumping** is not permitted for non-represented positions.
- 1.7. Accrued leave will be paid out in accordance with applicable administrative regulations, supporting the employee's **financial well-being** during transition.

### **2. Preferential Consideration for Rehire**

- 2.1. Employees who are laid off may be granted **preferential rehire consideration** for up to six (6) months following the date of layoff.
  - 2.1.1. This consideration applies prior to initiating a competitive recruitment process.
  - 2.1.2. The department director where the vacancy exists has discretion to offer the position.
  - 2.1.3. All direct rehire appointments must be approved by the City Manager.

- 2.2. Employees are eligible for preferential rehire consideration if they meet the following criteria:
  - 2.2.1. Received “meets expectations” or higher on their most recent performance evaluation.
  - 2.2.2. Have no current **performance improvement plans** on file.
  - 2.2.3. Have no documented **disciplinary actions** in the past 12 months.
- 2.3. This process supports continuity in employment and reinforces occupational and emotional stability for affected employees.

### 3. **Recall Rights**

- 3.1. Employees placed on **layoff status** will remain eligible for recall for up to eighteen (18) months from the date of layoff. Recall will occur in reverse order of layoff within the same **job addendum title** and department.
- 3.2. It is the employee’s responsibility to maintain updated contact information with Human Resources during this period.
- 3.3. An employee’s right to recall ends if:
  - 3.3.1. The employee does not respond affirmatively to a recall notice.
  - 3.3.2. The employee refuses a return to their original or equivalent position.
  - 3.3.3. The employee accepts another position with the City.
  - 3.3.1. The employee does not report to work on the agreed date.

### 4. **Recall Reinstatement**

- 4.1. Employees who return to work during the 18-month recall period will have unused, unpaid **accrued leave balances** reinstated, if applicable.
- 4.2. **Leave accrual rates** and **classification seniority** will resume at the level in effect at the time of layoff.
- 4.3. No additional **seniority** or **benefits** will accrue during the layoff period.

## DEFINITIONS:

- 1. **“Accrued leave balances”** refers to unused vacation, sick leave, or compensatory time accrued by the employee at the time of layoff.
- 2. **“Bumping”** is the practice of displacing another employee in a lower classification-prohibited under this regulation.

3. ***“Disciplinary actions”*** refers to documented corrective measures related to performance or conduct.
4. ***“FTE”*** means full-time equivalent refereeing to the hours worked expressed as a percentage of full-time.
5. ***“Initial probationary period”*** refers to the introductory period during which a new employee is evaluated for continued employment.
6. ***“Job addendum title”*** is the specific job classification assigned to the employee.
7. ***“Leave accrual rates”*** are the rate at which an employee earns paid leave.
8. ***“Limited duration / temporary / seasonal employees”*** are employees hired for a fixed term or limited purpose, not eligible for the layoff process described in this regulation.
9. ***“Performance improvement plan”*** refers to documented plans developed to address and improve areas of employee underperformance.
10. ***“Seniority”*** is the length of continuous service in a classification or job title, used as a factor in recall and other employment decisions.

## **RESOURCES:**

### Administrative Regulations:

1. [Equal Opportunity](#)
2. [Recruitment and Selection](#)