

ORDER OF LAYOFFS

Sec. 93. Layoffs in each classification shall be made in the following order: first, provisional employees; second, probationary employees; and third, permanent employees who have completed their probationary periods.

- (1) When one or more probationary or permanent employees must be laid off, those who are laid off shall be those with the lowest seniority, under these rules, from all the departments, bureaus, and divisions of the City. However, the Commission may, upon the recommendation of the appointing authority, order the layoff to be effective City-wide or confined to one or more departments, bureaus, or divisions if, in its judgment, the best interests of the City will be served.
- (2) If an employee who is laid off in a department in which a reduction in force is made has greater seniority in the classification affected by layoff than an employee in that same classification in another department, the employee in the latter department with the lowest seniority in the classification shall be laid off and the employee with the greater seniority shall be transferred to fill the position made vacant by the layoff.
- (3) Where the layoff is limited to provisional employees, the appointing authority may determine which of the employees within the particular classification shall be laid off.
- (4) In the event two or more permanent employees have the same seniority, the person who placed lowest on the eligible list seniority shall be laid off first.
- (5) In the event two or more employees occupy the same placement on the eligible list, the person to be laid off shall be determined by the order in which their applications were filed.
- (6) Employees hired through “selective certification” shall be laid off only upon an approved order of layoff specifying the reduction of “selective certification” employees.