

## **OBJECTION TO AND APPEAL OF LAYOFF**

**Sec. 99.** Any laid off probationary or permanent employee may object to his/her layoff on grounds that the seniority calculation was incorrect or that the layoff action was the result of an improper or illegal employment practice. The employee may do so by filing an appeal within ten days after being either personally served with a notice of layoff by the appointing authority, or after receiving a certified or first-class letter informing him/her of the pending layoff. The Commission shall determine the method of its review and may conduct its own investigation, call witnesses, review documents, and/or proceed in the same manner it would for a hearing under these Rules. After either a review or hearing, the Commission shall make a final determination. If the employee who is laid off fails to make a timely protest and/or objection to his/her layoff, the layoff shall be effective as of the date specified in the notice of layoff. However, the Commission may correct an error in seniority calculations at any time and may make appropriate adjustments in an order of layoff or a priority list ranking due to the correction.