



CLINTON COUNTY DEPARTMENT OF PERSONNEL

137 Margaret Street, Suite 212, Plattsburgh, NY 12901

Personnel Director

Kim Kinblom

Phone 565-4676

Fax 565-4679

CLINTON COUNTY CIVIL SERVICE INFORMATIONAL MEMO #6 (4-11 Rev 10-2016)

TO: All Clinton County Municipal Employers
FROM: Clinton County Department of Personnel
RE: **Layoff of Competitive-Class Employees**

Layoffs are occurring more frequently in today's economic climate and the number of employees affected is rising. A layoff is tremendously disruptive to employees' lives and it creates great uncertainty and anxiety. Agencies considering layoffs of competitive class employees should contact this office as soon as possible so we can explain how the process works, the rights of the employees, the timing needed to complete a layoff, and what we need to provide you to ensure you complete the layoff accurately. Timely, accurate communication with employees and this office is vital to help minimize the impact and ensure the process runs as smoothly as possible for everyone.

Clinton County's Layoff Policy indicates a layoff would occur when a civil division in-voluntarily displaces an employee due to the abolishment or reduction of hours, (50% or less of the prescribed standard workweek). The layoff unit, layoff titles, and employees' status are a few of the critical areas we must identify prior to establishing the seniority roster to identify who will be displaced. The appointing authority designates the titles, how many positions in each title, and the effective date of the layoff. Once determined, the appointing authority must notify this office in writing so we may begin to verify the employment history of employees and create the seniority roster.

We need to keep the communication channels open; however, we cannot immediately determine specific information about seniority date or vertical displacement (bumping and retreating). Layoff procedures are complex and completing a verified seniority roster with options for affected employees takes some time. We will do our best to answer questions on the process as we go through it.

The following links are available for information regarding layoffs of competitive class employees. Call if you have any questions.

INFORMATION FOR MUNICIPAL EMPLOYEES AFFECTED BY LAYOFF

<http://www.clintoncounty.gov/Departments/Personnel/PDFS/WEB%20layoff%20Manual%20for%20Employees.pdf>

CIVIL SERVICE RULES FOR CLINTON COUNTY - (SEE RULE 25)

<http://www.clintoncounty.gov/Departments/Personnel/PDFS/WEB%20Current%20Civil%20Service%20Rules.pdf>

NYS CIVIL SERVICE LAWS - (SEE SECTION 80)

<http://public.leginfo.state.ny.us/LAWSSEAF.cgi?QUERYTYPE=LAWS+&QUERYDATA=@LLCVS+&LIST=LAW+&BROWSER=EXPLORER+&TOKEN=39753859+&TARGET=VIEW>