
Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Separation from District Employment
POLICY NUMBER: 2250

Voluntary Resignation

To leave District service in good standing, an employee must file a written notice of termination at least two weeks before the effective date. The General Manager may, however, grant good standing with less notice if he/she determines the circumstances warrant. Resignations may not be withdrawn without the General Manager's approval.

An employee who fails to report to work for two (2) consecutively scheduled workdays without notice or approval by his/her supervisor will be considered voluntarily terminating employment with the District.

A regular employee who voluntarily resigns shall be ineligible for reinstatement to the same position held on separation from employment or be eligible to have his/her name placed on a re-employment list established due to layoffs. However, the employee who voluntarily resigned may seek re-employment to any position for which qualified under the same conditions as any other person seeking employment with the District. Any person re-employed to any position in the District shall be governed by Policy # 2090, Probationary Period. The re-employed person shall not receive credit for service prior to such re-employment for purposes of layoff, sick leave or annual leave until he/she has served five (5) years of unbroken District service from the date of re-employment.

Layoffs

Whenever, in the judgment of the Board of Directors it becomes necessary in the interest of economy or because of budget reductions or the necessity for a position no longer exists, the Board may abolish any position(s) and transfer, demote or layoff an employee(s) holding such position. The affected employee may have retreat rights to displace an employee who has less seniority in a position that the employee has previously occupied or supervised. Seniority shall be determined by the date of hire to a full time position.

The General Manager or designee shall develop the rules and regulations that define the procedures and process for layoffs, bumping, and re-employment in accordance with the law and collective bargaining agreements.

Dismissal

Any person holding a position in the District may be dismissed by the General Manager for any of those reason cited in Policy #2190, Drug-Alcohol Abuse, and Policy #2260, Disciplinary Action.

During the probationary period an employee may be dismissed at any time by the appointing authority without cause, and without the right of appeal. Notification of the rejection shall be provided in writing to the probationer.

Senior management appointed by the General Manager, subject to the approval of the Board, who are removed or suspended by the Board or the General Manager, shall have written notice of the cause of his/her removal or suspension.

Dismissal of the General Manager shall be as outlined in the employment agreement between the General Manager and the District.

Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: 2250 Separation from District Employment
Rule and Regulation: RR2250

When the Board of Directors authorizes reducing or abolishing any position(s) within the District, the employee(s) holding the position may be laid off, demoted, or transferred. Such action shall not be considered disciplinary actions for appeal purposes.

Statement of Intent

The General Manager will provide in writing notification to the Union(s), for Union represented positions, or the employee, for non-represented positions, at least sixty (60) calendar days prior to the anticipated action. This notice will include the proposed effective date and number of individuals included in the action.

Order of Layoffs

The layoff order for affected employees shall be determined by seniority within a class within a Department. Seniority will be determined by the date of hire as a regular employee. Whenever the General Manager believes that the best interests of the District requires the retention of an employee(s) with special qualifications, characteristics, and skills, the General Manager may prepare a written request to the Union to grant an exception to the order of layoff. Once the order has been established, the affected employees shall receive written notice at least 30 calendar days prior the effective date.

Vacancy and Demotion

Whenever there is a reduction in the work force, the General Manager may first demote the employee subject to the layoff to a vacancy, if any, in the affected department in a lower class previously held by the employee. A "vacancy" is defined as a position within the District that is vacant and approved for funding by the Board of Directors and General Manager. However, if the employee subject to the layoff has more seniority than another employee in the same class, he/she may displace the less senior employee.

Displacement of Less Senior Employees

In the event there are no vacancies, a regular employee may have retreat rights to displace an employee who has less seniority in a position that the employee has previously held and performed satisfactorily in.

In order to retreat, the affected employee must request displacement action in writing to the General Manager within five (5) working days of receipt of the notice of layoff or position elimination. An employee retreating to a lower class must accept the hours and working conditions of the displaced employee. The retreating employee shall be placed at the salary step within the new range representing the least loss of pay and will not be required to serve a probationary period.

The affected employees may waive the retreat right to an available position in writing to the General Manager within five (5) working days of receiving the notice of layoff. Employees who waive their retreat right within the time limits shall not be considered to have resigned nor lose their current position on the re-employment list.

If the affected employee does not provide in writing a request for displacement action or waive his/her retreat rights within the five (5) working days time frame, he/she loses all retreat rights.

Re-employment List

The names of laid off regular employees shall be placed on a master re-employment list for a one (1) year period. Such list shall be used by the District when a vacancy arises in the same or lower class before recruitment outside the District. An employee who resigns, retires or is terminated for reasons other than a layoff relinquishes any and all right to be placed on the list.

Employees will be recalled in the reverse order of the layoff. Employees who are laid off and are subsequently rehired within ninety (90) calendar days following the layoff will be considered as having served continuously in the District for purposes of seniority and vacation accrual.

Laid off employees re-employed to permanent positions within the District at the same level as laid off shall be dropped from the list. Laid off employees re-employed to a lower class shall remain on the list for the higher position for one (1) years. All persons re-employed after six (6) months shall be required to serve a new probationary period. Persons on the re-employment list shall have one (1) opportunity to refuse re-employment before they are dropped from the list.

Offer for Re-employment

When a vacancy arises in the same or lower class held by the laid off employee(s), a written offer shall be sent to the employee(s). A reasonable effort shall be made to contact the person(s) eligible for re-employment, but it is the responsibility of that person(s) to keep the District informed of where he/she can be reached. The employee will have fifteen (15) calendar days from the deposit of the offer in the United States mail to deliver or cause to be delivered, his/her acceptance of the offer. The job offer will be conditional upon the satisfactory completion of a pre-employment physical and drug screen. Failure to respond within the time limit shall be considered as declining the offer, and the employee will be removed from the re-employment list.