

## **8.06 Layoff and Recall**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to follow established criteria in the event a reduction in the work force becomes necessary.

### Procedure:

In the event a reduction in the work force becomes necessary, employees of Licking/Knox Goodwill Industries, Inc. will be selected for layoff within each department giving consideration to the employee's ability, merit and capacity to perform the remaining job(s). Efforts will be made prior to a layoff to place satisfactorily performing employees in positions in other departments if such positions exist and if the employee has the required qualifications for the job. Goodwill reserves the right to select the candidate who most fits the agency's needs for a vacancy, be they an internal or external candidate.

Temporary employees will be laid off before regular employees, provided there is a regular employee capable of doing the job.

The priority for recall from layoff will be determined based on the staffing needs of Licking/Knox Goodwill Industries, Inc. although length of service and prior work performance within a classification and department may also be considered. Employees will be carried on the layoff list for a period of six months following layoffs. While on the layoff list, employees are required to report their availability for work to the Director of Human Resources every 30 days. Employees who fail to report to the Director of Human Resources or who fail to report for work within three business days following a recall shall lose any recall rights and shall be considered as having resigned from Licking/Knox Goodwill Industries, Inc.

Accrued vacation leave or paid time off will be paid in a lump sum amount with the employee's final pay. Sick leave, vacation leave, and paid time off will not accrue during a period of layoff.

Employees returning to work after a period of six (6) months will be considered new hires.

Employees laid off for more than thirty (30) days and subsequently recalled within six (6) months from the date of layoff will be credited for years of service accumulated at the time of layoff.