

POLICY TITLE: Layoffs/Reductions in Force

ADOPTED/LAST REVISION: 9/11/96; Revised 4/19/2022

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the Everett Roehl Marshfield Public Library reserves the right to amend this manual at any time subject only to approval by the Library Board.

POLICY:

In the event of a reduction in force caused by budget limitations or program changes, lay-offs will be determined by the Library Director primarily on department/division needs, position title, skill needs and past performance.

GUIDELINES:

- A. Except for emergencies, such as equipment breakdown and natural disasters, a regular employee who is to be laid off will be provided notification at least two (2) days prior to the first date of the layoff.
- B. Emergency Layoffs. Emergency layoffs may be implemented by the Library Director if an unforeseen circumstance arises, causing the employee's work to be unnecessary, impractical, or unsafe to perform as determined by the Library Director.
- C. Emergency layoffs should not extend beyond five (5) workdays and are unpaid, but employees will continue to maintain their City of Marshfield benefits.
- D. Disciplinary Layoffs. Advance notice will not be given for disciplinary layoff or discharge.
- E. Temporary Layoffs. If a temporary reduction in the number of employees is necessary the decision of who will be laid off will be based primarily on department needs, position title, skill needs and past performance.
- F. Temporary layoffs will be initiated by the Library Director and approved by the Library Board.
- G. Employees placed on temporary layoff status will retain "recall rights" to their former position, and will return at the same pay level or step that they left. Time on temporary layoff status will be considered as "time worked" for accrual of benefits for employees when layoff is less than thirty (30) consecutive days. Employees who return from temporary layoff in excess of thirty (30) days, will have the option to re-enroll in the health insurance plan with no waiting period at the same level as when they left. State Statutes will apply for administration of

the Wisconsin Retirement System.

- H. Employees being eligible for recall from a temporary layoff shall be given notice of recall by phone or via email and require the employee to immediately notify the Library Director of his/her intention to return. The Library will have fulfilled its contact obligation by leaving a voice mail or sending an e-mail to the number and email address on file.
- I. Permanent Layoffs. If a permanent reduction in the number of employees is necessary, the decision of who will be laid off will be based primarily on department needs, position title, skill needs and past performance. Permanent layoffs must be approved by the Library Board.
- J. A copy of the layoff notification will be kept in the employee's personnel file. The notification will include an effective date of the layoff, their benefit rights, and how to file for unemployment compensation.