

COMMUNITY COLLEGE DISTRICT NO. 3  
OLYMPIC COLLEGE

RESOLUTION NO. 19

WHEREAS: there is immediate and pressing need for the provision of emergency rules regulating the procedure for layoff or reduction in force of classified employees; and

WHEREAS: rules and regulations adopted and promulgated by the Higher Education Personnel Board provides for local administration and management by institutions of higher education and related boards, including procedures for layoff when necessary and subsequent reemployment; and

BE IT THEREBY RESOLVED: It shall be the policy of Olympic College to provide for systematic layoff procedures as follows:

REDUCTION IN FORCE-LAYOFF. An Appointing Authority may separate an employee without prejudice because of lack of funds, reorganization or curtailment of work. Notice of at least two calendar weeks must be given to such employee.

(1) Order of Layoff. Layoff of permanent employees will be made in inverse order of seniority in the class of work and the organizational unit involved. Seniority shall be measured by the period of unbroken service in the class and organizational unit, including authorized leaves of absence.

RESOLUTION NO. 19 (Continued).

(2) Transfer or Voluntary Demotion. In the event of a reduction in force, a permanent employee shall not be laid off while any probationary, provisional, part-time, or temporary employee is continued in a position of the same class. An employee in a higher class of a series of related classes with greater seniority shall be offered voluntary demotion to a lower class, provided he qualifies for the class and has greater seniority than the occupant of the position in the lower class.

(3) Laid off Employees on Layoff Registers. The names of permanent and probationary employees who have been laid off shall be placed on the appropriate layoff list in accordance with these rules.

WHEREAS, this Action is deemed necessary for the Welfare of the College and the public, the provisions of this resolution shall become effective immediately upon its adoption.

COMMUNITY COLLEGE DISTRICT NO. 3

By \_\_\_\_\_  
Chairman, Board of Trustees.

ATTEST:

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Secretary, Board of Trustees.

Action Taken: August 25, 1970.