**Section 100 – Management & Administration**

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| Human Resources – 101  |
| S.O.P # 101.05 | **Lay Off** | Page: 1 of 1 |
| EFFECTIVE: 10/14/2019 | Authorized: Board of Directors |
| REVISED: |  |

**101.05.01 Purpose**

To describe the purpose or method of laying off of employees.

**101.05.02 General**

In the event of lack of work, reorganization or any other reason deemed necessary by the Chief and relayed to the Board of Directors to reduce the work force, employee layoff will be the decision of the Chief in concurrence with the board of Directors.

If an employee has been laid off and is reinstated within six months from the date of layoff, the employee will retain all seniority and benefits obtained prior to dismissal.