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## **LAYOFFS**

HSWC, Inc. intends to minimize the negative impact on current staff if a reduction in the work force becomes necessary. However, from time to time, cutbacks or reductions may be unavoidable due to forces beyond the agency's control. In some cases, a program may have to be reduced in size or terminated if funds for its operation are no longer available. If this type of cutback must occur, the Agency will reduce staff progressively, using the following steps:

- Voluntary reductions in the work force. This includes employees who take early retirement, leaves of absence, or reductions in hours.
- Attrition.
- Part-time positions may be terminated prior to full-time positions.

An attempt will be made to transfer staff from terminated positions to other vacant positions within the Agency if the employee can meet the qualifications of the position and has satisfactory performance evaluations.

In determining which regular employees are laid off, the Executive Director may implement a system based on date of hire giving consideration to factors such as, but not limited to, the following:

1. Education and Special Training
2. Performance Evaluations
3. Job specialty and Responsibilities
4. Supervisor Input

The Human Resources Manager will provide notice to staff affected and inform them of the beginning date of layoff. Within 30 days of the layoff date, the employee will be paid for unused accrued vacation days. Any staff member who believes he or she is treated unfairly during layoff procedures may file a complaint in writing with the Human Resources Manager.