

123:1-41-07 **Order of layoff of employees.**

- (A) Appointment categories established. For purposes of this chapter the appointment categories and order of layoff of employees are as follows: part-time seasonal, full-time seasonal, part-time permanent and full-time permanent.
- (B) Progression of layoff. Layoffs shall be based upon retention point order beginning with the employee having the fewest retention points and continuing to the employee with the most retention points. Retention point lists shall be compiled in descending retention point order. In cases where two or more employees have identical retention points the tie shall be broken in accordance with rule 123:1-41-09 of the Administrative Code.
- (C) Determination of certified status of employees. An employee will be deemed as certified if appointed from a certified eligible list, certified in his or her position pursuant to an examination or the operation of section 124.271 of the Revised Code and Chapter 123:1-10 of the Administrative Code, or if the employee retained certification pursuant to the operation of section 124.311 of the Revised Code and Chapter 123:1-24 of the Administrative Code.
- (D) Order of layoff. In the classification(s) selected for layoff the appointing authority shall layoff employees and employees shall displace employees using the following "order of layoff":
- (1) Part-time, seasonal, provisional employees in the same classification who have not completed their probationary period.
 - (2) Part-time, seasonal, provisional employees in the same classification who have completed their probationary period.
 - (3) Part-time, seasonal, certified employees in the same classification who have not completed their probationary period.
 - (4) Part-time, seasonal, certified employees in the same classification who have completed their probationary periods.
 - (5) Full-time, seasonal, provisional employees in the same classification who have not completed their probationary period.
 - (6) Full-time, seasonal, provisional employees in the same classification who have completed their probationary period.
 - (7) Full-time, seasonal, certified employees in the same classification who have not

completed their probationary period.

- (8) Full-time, seasonal, certified employees in the same classification who have completed their probationary periods.
- (9) Part-time, permanent, provisional employees in the same classification who have not completed their probationary period.
- (10) Part-time, permanent, provisional employees in the same classification who have completed their probationary period.
- (11) Part-time, permanent, certified employees in the same classification who have not completed their probationary period.
- (12) Part-time, permanent, certified employees in the same classification who have completed their probationary periods.
- (13) Full-time, permanent, provisional employees in the same classification who have not completed their probationary period.
- (14) Full-time, permanent, provisional employees in the same classification who have completed their probationary period.
- (15) Full-time, permanent, certified employees in the same classification who have not completed their probationary period.
- (16) Full-time, permanent, certified employees in the same classification who have completed their probationary period.

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Certification

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