

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 probationary, part-time permanent, full-time probationary, 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) 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 probationary employees in the same classification who have not completed their probationary period or six months of continuous service in the position, whichever is longer.
  - (2) Part-time permanent employees in the same classification who have completed their probationary period or six months of continuous service in the position, whichever is longer.
  - (3) Full-time probationary employees in the same classification who have not completed their probationary period or six months of continuous service in the position, whichever is longer.
  - (4) Full-time permanent employees in the same classification who have completed their probationary period or six months of continuous service in the position, whichever is longer.

Five Year Review (FYR) Dates: 9/15/2017 and 09/15/2022

CERTIFIED ELECTRONICALLY

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Certification

09/15/2017

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Date

Promulgated Under: 119.03  
Statutory Authority: 124.09  
Rule Amplifies: 124.323  
Prior Effective Dates: 07/31/1982, 02/04/1996, 04/05/1999, 07/01/2007