

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~~will 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~~will be compiled in descending retention point order. In cases where two or more employees have identical retention points the tie ~~shall~~will 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~~will layoff employees and employees ~~shall~~will 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.

Effective:

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

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Certification

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Date

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