

123:1-41-20

**Inspection of layoff lists.**

- (A) Posting of layoff lists. At least fourteen calendar days prior to any layoff, the appointing authority shall prepare and post for inspection in a conspicuous and public place accessible to affected employees a list containing the name, continuous service date, type of appointment, status, classification, and retention points of all employees in that classification and lower classifications in the classification series and shall indicate thereon which employees will be laid off.
- (B) Availability of lists and rules. The appointing authority's layoff list and copies of the administrative rules regarding layoffs shall, upon request, be made available for inspection and copying to anyone during normal working hours. A reasonable charge for reproduction may be made.

R.C. 119.032 review dates: 07/12/2005 and 07/12/2010

CERTIFIED ELECTRONICALLY

---

Certification

07/12/2005

---

Date

Promulgated Under:	119.03
Statutory Authority:	124.09(A)
Rule Amplifies:	124.327
Prior Effective Dates:	7/31/82, 2/4/96, 4/5/99