

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~~prepares and posts 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~~indicates 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~~will, upon request, be made available for inspection and copying to anyone during normal working hours. A reasonable charge for reproduction may be made.

Effective:

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

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Certification

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Date

Promulgated Under: 119.03  
Statutory Authority: 124.09  
Rule Amplifies: 124.327  
Prior Effective Dates: 07/31/1982, 02/04/1996, 04/05/1999