
 Town of Swansboro	Personnel Policy		Separation and Reinstatement Reduction in Force	
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	Supersedes:		Approved By: 	

ARTICLE VIII. SEPARATION AND REINSTATEMENT

Section 3. Reduction in Force

A reduction in force (or "layoff") is defined as a separation from employment because of an organizational change, lack of work, lack of funds or other reasons that reflect no discredit upon the employee.

Before an employee is subject to a layoff, the Town shall first make every reasonable effort to retain the employee.

In the event that a reduction in force becomes necessary, consideration shall be given to the quality of each employee's performance, organizational needs, and seniority in determining those employees to be retained. Employees who are separated because of a reduction in force shall be given at least two weeks notice of the anticipated action. No regular employee shall be separated because of a reduction in force while there are temporary or probationary employees serving in the same class in the department, unless the permanent employee is not willing to transfer to the position held by the temporary or probationary employee.