

CITY OF LOS ANGELES

# CITYWIDE LAYOFF MANAGEMENT

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# PRESENTATION OVERVIEW



- **General Information**



- **Citywide Layoff Management Stages**

- Records Management
- Transfers to Special Funded positions
- Identify General Fund positions for elimination
- Conduct Seniority Calculations
- Layoff and Displacement Process
- Options for Employees (Appeals & Reserve Lists)



- **Layoff Timeline**



- **Additional Resources**

# GENERAL INFORMATION



- Defined:  
*“A layoff is a separation from employment due to lack of work, lack of funds, or abolishment of positions.”*
- Governance:
  - Charter Section 1015
  - Civil Service Rules
- The City lays off based on **employee seniority.**

# Stage 1: RECORDS MANAGEMENT - EMPLOYEE JOB HISTORY



- **What?**
  - Review employee job history and unpaid leaves of absence for all employees and make corrections as needed
- **Why?**
  - Records need to be accurate before any layoff or displacement calculations can be made
- **How?**
  - Personnel and department managers request employee verification of information and conduct a review of data

# Stage 1: RECORDS MANAGEMENT - DISPLACEMENT ELECTIONS



- **What?**
  - Employees select their displacements to class groups
- **Why?**
  - If an employee is identified to be laid off, that employee can displace to a previously held position in a department in which that employee worked
- **How?**
  - Personnel and department managers request that displacement election forms be completed and uploaded to the employee's Workday profile

## Stage 2: TRANSFERS TO SPECIAL FUNDED POSITIONS



- **What?**
  - Transfer employees from impacted classes to proprietary or special funded positions before layoff calculations begin
- **Why?**
  - The more people who are transferred, the fewer people who lose their City job
- **How?**
  - Identify vacancies and impacted classes
  - Ensure process is not disruptive to layoff calculations

# Stage 3: IDENTIFY POSITIONS FOR ELIMINATION



- **What?**
  - Develop list of position eliminations
- **Why?**
  - The final adopted budget will provide some certainty of the first round of positions to be eliminated. This will allow Personnel to finalize the seniority calculations plan.
- **How?**
  - Review the final adopted budget

# Stage 4: SENIORITY CALCULATIONS



- **What?**
  - Personnel performs calculations of layoff and displacement seniority (discussed later in presentation)
- **Why?**
  - Required by City Charter and Civil Service Rules
- **How?**
  - Use Employee Job History and unpaid leave data for each person in impacted class group; utilize available and newly developed technology

# Stage 5: LAYOFF AND DISPLACEMENT PROCESS



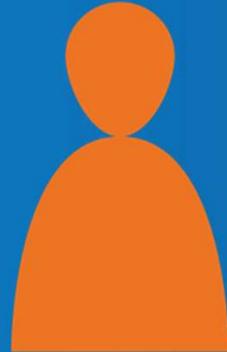
- **What?**
  - Personnel conducts calculations to identify who is to be displaced or laid off.
- **Why?**
  - Per the Charter, due to either:
    - lack of work,
    - lack of funds, or
    - abolishment of positions
- **How?**
  - Utilize system or platform to cross compare seniority between individuals
  - Employees will be notified of displacement or layoff impacts

# LAYOFF SENIORITY RULE (Civil Service Rule 1.33 B)



- Layoff seniority identifies the first layer of impacted employees
- Layoff Seniority is:
  - the **length** of eligible service
  - in a class + all higher classes
  - minus unpaid time (absences)

# PROCESSING A LAYOFF



## SENIOR CITY WORKER

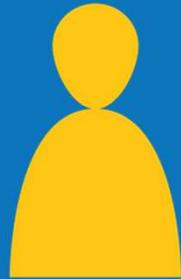
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The final adopted budget eliminates a position authority (e.g., a Senior City Worker) within a particular department.

# LAYOFF SENIORITY



SR.  
CITY WORKER  
#1



SR.  
CITY WORKER  
#2



SR.  
CITY WORKER  
#3



SR.  
CITY WORKER  
#4

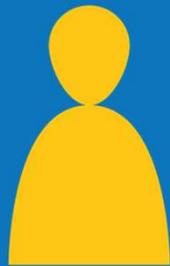


SR.  
CITY WORKER  
#5

**LAYOFF SENIORITY** must be calculated for all Senior City Workers in the affected department.



300 DAYS



500 DAYS



200 DAYS



700 DAYS



1000 DAYS



The employee with the least amount of **LAYOFF SENIORITY**,  
in the class of Senior City Worker and all higher classes,  
will be identified for layoff.

# DISPLACEMENT SENIORITY (Civil Service Rule 1.33A)



- Employees can select which *formerly held job* to “bump” to.
- Displacement (“bumping”) Rights are based on:
  - the **length** of eligible service
  - in a class + all higher classes
  - minus unpaid time (absences)
  - *within each department*

# DISPLACEMENT SENIORITY

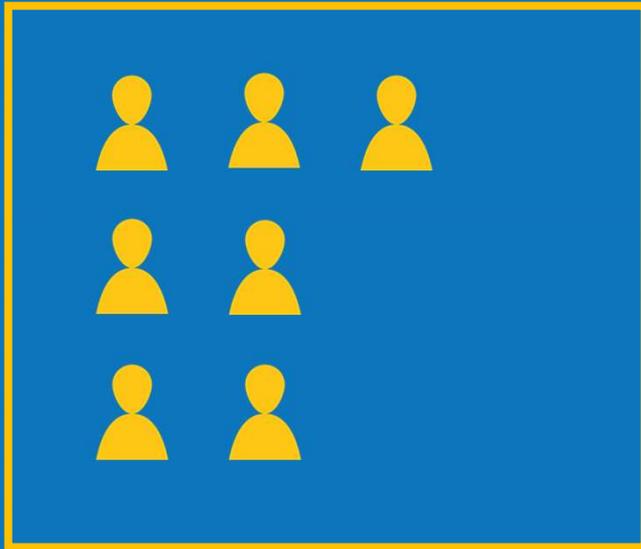


The “Senior City Worker” may have the ability to bump to a previous class. The ability to bump will depend on the Senior City Worker’s **DISPLACEMENT SENIORITY.**

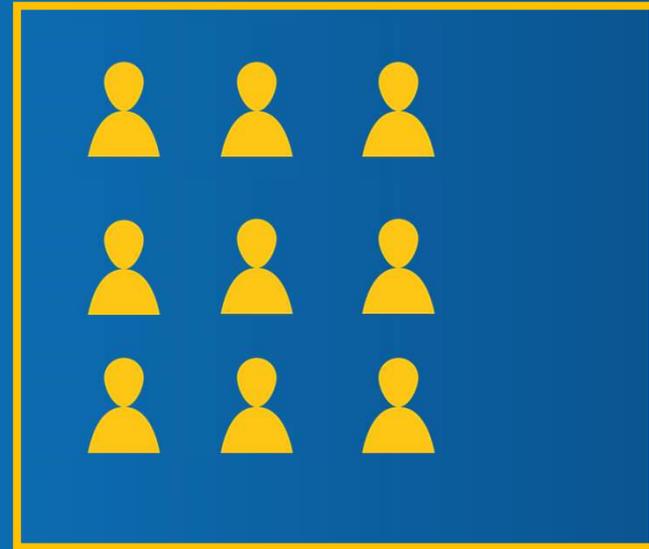


SR. CITY  
WORKER #3

CITY WORKERS Department A



CITY WORKERS Department Z



**DISPLACEMENT SENIORITY** will be calculated for all  
City Workers in the Department(s) where the  
employee elects to return.



SR. CITY  
WORKER #3



**CITY WORKER**  
**Department A**



The “Senior City Worker” will displace to “City Worker” at Department A.

The employee with the least amount of displacement seniority will be effectively bumped.

The bumped employee (or the original employee) may also have displacement rights to a lower class.

**SENIOR CITY  
WORKER**



**CITY WORKER**



**ASST. CITY WORKER**



**Employee is LAID OFF  
and placed on reserve list**

# Stage 6: APPEALS



- **What?**
  - Laid off and displaced employees can appeal their calculations to the Civil Service Commission. They may also be placed on reserve lists if they have passed probation.
- **Why?**
  - Required by City Charter and Civil Service Rules
- **How?**
  - An appeal process will be set-up for those employees who have been impacted.

# Stage 6: RESERVE LISTS (City Charter)



- Layoff and displacement seniority will be used to place impacted, eligible employees on reserve lists (if they have passed probation).
- The two types of “call back” lists are:
  - Departmental list is specific to one department
  - General list is available citywide
- Lists are certified in order of layoff seniority.
- Employees remain on reserve list:
  - for 5 years, if separated, or
  - until reappointment, if bumped but still within City service.

# LAYOFF TIMELINE IN BUDGET



## • May

- Verify Employee Job/Unpaid Leave Histories
- Send out Displacement Election Forms
- Develop seniority calculation system
- Identify non-general fund positions for transfers

## • June

- Update Employee Job/Unpaid Leave Histories
- Upload Displacement Election Forms to Workday
- Review final layoff list and begin placement process

## • July

- Layoff calculations and layoffs may begin

## • August - September

- Majority of layoffs are conducted

## • October

- Final layoffs are conducted

# ADDITIONAL RESOURCES



Go to the City Workforce Reduction Resources page on the Personnel Department website:

[personnel.lacity.gov](https://personnel.lacity.gov)