

STATE OF MAINE  
BUREAU OF HUMAN RESOURCES

January 31, 1990

BUREAU OF HUMAN RESOURCES MEMORANDUM 3-90

TO: All Department/Agency Heads/Personnel Officers

SUBJECT: Procedures for Notification of Layoff

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Attached is a copy of the procedures for notification of layoff. These procedures and the seniority article of the relevant collective bargaining agreement must be adhered to in administering layoffs.

Please be advised that staff from this office are available for technical assistance and review of formal notice to ensure compliance with procedures and contract provisions.

We would advise any agency that is anticipating layoffs to begin this procedure at the earliest possible opportunity.

Please distribute this memorandum and the accompanying procedures to all appropriate personnel.



NANCY J. KENNISTON, DIRECTOR  
BUREAU OF HUMAN RESOURCES

Attachment

PLEASE REPRODUCE LOCALLY FOR DISTRIBUTION PURPOSES

PROCEDURES FOR NOTIFICATION OF LAYOFF

To ensure the proper and efficient notification and administration of layoffs, the following procedures should be followed prior to notification to an affected employee(s):

- I. Agency determines the specific position(s) to be abolished.
- II. Agency sends a list of position(s) to be abolished to the Bureau of Human Resources (Attention: Don Wills) requesting lower related class information (with a copy to the Bureau of Employee Relations). This request should include:
  - (a) Incumbent's name.
  - (b) Class/option of the position.
  - (c) Agency contact person (Personnel Officer or central administrative contact).
- III. The Bureau of Human Resources prepares a list of lower related classes (by option and program area if appropriate) and reviews this list with the agency Personnel Officer.
- IV. Agency determines specific bumping options for the affected employee(s) in accordance with the contract in force.
- V. Agency determines if the person is qualified to perform the duties of a lower related position. Are there diverse programs requiring substantial training beyond a reasonable orientation period? If the agency determines a person is not qualified for a lower related position, this determination will need to be reviewed by the Bureau of Human Resources before the employee is notified.
- VI. Agency formally notifies each employee of abolishment of position(s) and any rights which they may have under contract provisions. The formal notification must include the effective date of the layoff and the specific bumping rights which may be exercised. Copies of all correspondence must be provided to the Bureau of Human Resources for record purposes.
- VII. As bumping rights are exercised, Steps II thru VI are repeated until an employee is officially notified of layoff.
- VIII. When the Bureau of Human Resources receives official notification of layoff, it will follow up with a letter further outlining avenues open to those employees being laid off.

Please be advised that these procedures supersede the procedures outlined in the June 17, 1981 memorandum issued by the Department of Personnel.

BUREAU OF HUMAN RESOURCES

1-31-90