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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Layoff  
**POLICY NUMBER:** 7095

**7095.1** Layoffs. Whenever, in the judgment of the District Board of Trustees, it becomes necessary, due to the lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Board of Trustees may abolish any position of employment, and the employee holding such position may be laid off or offered the option of moving to another position within the District, if the employee has previously served in that position and meets the qualifications for that position at the time of layoff.

**7095.1.1** Employees to be laid off shall be given notice at least 14 calendar days in advance of the layoff date.

**7095.1.2** An employee affected by layoff may have retreat rights to displace an employee who has less seniority in a position that the employee has previously occupied.

**7095.1.3** Seniority includes all periods of full-time service for the District.

**7095.1.4** In order to retreat to a former position, an employee must request the ability to do so in a writing to the District Manager within five working days of receipt of the layoff notice.

**7095.1.4.1** Employees retreating to a lower position shall be placed at the salary step representing the least loss of pay. In no case shall the salary be increased above that received in the position from which the employee was laid off.

**7095.1.5** If two positions have the same job description, then employees shall be laid off according to employment status in the following order: temporary, provisional, probationary, and regular. Temporary, provisional, and probationary employees shall be laid off according to the needs of the service as determined by the District Manager. In cases where there are two or more regular positions within the same job description from which the layoff is to be made, such employees shall be laid off on the basis of the most recent evaluation rating in the position as follows:

**7095.1.5.1** First, all employees having ratings of "Unsatisfactory;"

**7095.1.5.2** Second, all employees having ratings of "Improvement Needed;"

**7095.1.5.3** Third, all employees having ratings of "Good;"

**7095.1.5.4** Fourth, all employees having ratings of "Very Good;"

**7095.1.5.5** Fifth, all employees having ratings of "Outstanding;"

**7095.1.5.6** Employees within each of the rating categories shall be laid off in order of least seniority first.

**7095.1.6** The names of persons laid off or demoted in accordance with this policy shall be entered upon a re-employment list. The re-employment list shall be used by the District Manager when a vacancy arises in the same position before certification is made from an eligibility list.

**7095.1.7** Names of persons laid off shall be carried on the re-employment list for one year, except that persons reappointed to regular positions from which they were laid off, shall upon such appointment, be removed from the list. Persons who refuse re-employment shall be removed from the list. Persons re-employed in a position different from the one in which they were originally laid off, or employed on a temporary basis, shall remain on the list for one year.