

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0867 (HR)
Effective Date: 02-02-2016
Person Responsible: Human Resources Coordinator

Subject: Layoff
Last Revision: 02-22-2024

Approvals/Date: Brent Chan 2-29-24 Superintendent, WCBDD Date
Julie Spurgeon 2/28/24 Department Director/Coordinator Date

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| 1. The Appointing Authority may layoff personnel due to 1) lack of work, 2) abolishment of positions, or 3) lack of funds. Layoff procedures take into account such factors as type of appointment, status, years of service and retention points. |
| 2. Laid-off employees have recall rights for one year and have the option of displacing or "bumping" lower-ranked employees within the same classification series. |
| 3. All affected employees will be advised of their rights should layoff become necessary. |

References: ORC 124.321

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