



STATECIVILSERVICE

JOB AIDS AND RESOURCES

Layoff Avoidance Sample

General Notice of Impending Layoff Avoidance Measure

Revised 7/1/18

To: Employees of the Department of _____

From: Jane Doe, Secretary

Subject: Notice of Impending Layoff Avoidance Measure

Date:

In accordance with the requirements of Civil Service Rule 17.5(a), notice is hereby given of an impending layoff avoidance measure to be implemented in our department for all of our employees statewide. The plan for this layoff avoidance measure is being submitted to Civil Service for approval. This measure is necessary because of our department's funding being reduced by \$100,000 for the upcoming fiscal year. We hope that by adopting this measure we will avert the need for layoffs.

We are proposing to furlough all employees, including unclassified employees, without pay, for a period of _____ hours, from enter date to enter date.

OR

We are proposing to reduce work hours for all employees, including unclassified, by 16 hours per biweekly pay period, from enter date to enter date.

Once the layoff avoidance plan has been approved by the Director of State Civil Service, the plan will be made generally available to our employees.

Any questions concerning this matter should be directed to Ms. Mary Smith, Human Resources Director, at (phone number). We regret the need for this action.

Sincerely,

Signature of appointing authority