

## REDUCTION IN FORCE

**Sec. 92.** For reasons of economy or due to a lack of work or funds, an appointing authority may reorganize or eliminate any department, bureau, or division, or may abolish any position under its direct jurisdiction, and/or reduce the number of, or the hours worked by City employees. When any such action causes a layoff

of employees, the selection of those to be laid off shall be made under the following:

- (1) To decrease the work force in any department, the appointing authority shall specify to the Commission the number and classification of employees to be laid off, together with the department, bureau, and division in which the layoff is to be made. The Commission shall then determine, under these Rules, the particular employees to be laid off, and advise the appointing authority of its finding.
- (2) For purposes of this Article, the term "layoff" shall include removal from City employment, reassignment to a former classification, reduction from full-time to part-time status or permanent assignment to another

classification in order to avoid layoff. The term "seniority" shall refer to length of service in a particular classification regardless of grade designation.