

**CITY OF CORAL SPRINGS
ADMINISTRATIVE POLICY MANUAL**

CHAPTER: 06 HUMAN RESOURCES POLICIES

POLICY #: 06.08.02

SECTION: 08 RESIGNATION & LAY OFFS

SUBJECT: 02 LAY OFFS

OFFICE/DEPARTMENT: PERSONNEL

EFFECTIVE DATE: 10/01/83

REISSUE DATE: 03/31/89

CITY MANAGER: Edwin A. Eddy

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PURPOSE

The City recognizes that circumstances may prevail which may facilitate a decision to proceed with an employee layoff.

PROVISIONS

1. The City Manager shall have the final authority to lay off any employee(s) because of lack of funds, work or when there has been an insufficient appropriation to meet salary requirements necessary to maintain existing personnel in any office, department or division.
2. A reduction in the number of employees in a job classification shall be made by employee performance rating and seniority.
3. Whenever it becomes necessary to reduce the number of employees in a given job classification and notice of such layoff is given to the affected employee(s) for any of the reasons enumerated herein, this notice shall be final and not subject to appeal.
4. When it is found necessary to reduce the number of employees in one job classification in several departments, such reduction may be made of employees occupying positions in each of their respective departments without considering employees in other departments.

Administrative operating procedures as determined by the Director of Human Resources for this policy shall be applicable. Procedures may be amended by the Director of Human Resources from time to time as appropriate.

ADMINISTRATIVE REPEAL

The provisions contained herein shall supersede and replace all prior City Lay Offs Policies.

LAY OFFS

(Authority: Administrative Policy 06.08.02)

PROCEDURE

1. Subsequently, on advice of the Department Director and concurrence of the Director of Human Resources, the City Manager shall give written notice to any employee being separated, at least two weeks prior to the effective date of such separation, with reason and effective date contained in the notice.
2. Once notice has been given to the affected employee(s) in accordance with policy provisions, the Department Director shall then prepare the appropriate forms and forward to Human Resources for processing.
3. The employee shall be advised to report to "clear" with the Human Resources Department sometime during their last day of work. Upon satisfactory completion of the Employee Termination Clearance form and the return of any respective City property, the employee's final pay check will be calculated accordingly and should be available at the next regularly scheduled payroll.