

## **CITY OF LOS ANGELES LAYOFF PROCESS**

1. The Mayor and City Council approves the budget, which may result in layoffs.
2. Department Action
  - Call for layoff
  - Identify classes affected and the number of employees
  - Effective date of layoff
  - Notifies Personnel Department
  - Prepares layoff notification
3. Personnel Department's Role  
For each Department:
  - Identify highest class in the layoff
  - Calculate seniority for highest class
  - Prepares layoff list by seniority
  - Repeat process for next highest class
  - Provide placement assistance, if possible
  - Prepares Reserve Lists
4. Layoff Steps
  - Review employee work history.
  - Calculate Layoff Seniority for all employees in the identified class.
  - Identify employee with the least Layoff Seniority. (This employee will start the displacement process)
  - Calculate Displacement Seniority for employee with the least Layoff Seniority and determine which department(s) and class(es) this employee can displace.
  - Once the employee elects the department and class, the calculations for displacement seniority is done for all the employees in the newly selected department/class.
  - The employee that has the least displacement seniority is the one displaced and the displacement process starts all over with the new displaced employee.
  - If there was no one with less displacement seniority than the initial employee, that employee will continue to exercise the other displacement avenues.
  - Once all displacements have occurred, the Personnel Department starts the whole process all over for the next highest class.