**Section 620.910 Layoff Procedure**

a) A department head may request the layoff of an employee because of lack of funds, material change in duties or organization, lack of work, or the abolition of a position for any of these reasons. Based on class, department, or other designation, layoffs shall be within organizational units justified by operations and approved prior to the layoffs by the Director.

b) A proposed layoff is subject to the approval of the Director before becoming effective and shall include the following for the organizational unit in which the layoff is proposed:

1) A list of all employees showing status and total continuous service;

2) A listing of those employees to be laid off;

3) Performance records of all employees in classes affected by layoff plan;

4) An explanation of any layoff not in order of continuous service;

5) An explanation of the organizational unit selected, reflecting department, facility, geographical, operational, and other elements deemed relevant by the department head.