

River Valley Child Development Services

REDUCTION OF STAFF PROCEDURE

The order of lay-off, reduction in work hours or termination will take into consideration position and the importance of the position to the continuance of services, seniority, and job performance.

Employees who are laid off or terminated may be given preferential treatment for future employment opportunities. They may also be recalled within 6 months with no loss of benefits or rate of pay. The required hiring process may be waived.

An employee may request to be paid all accrued leave at the time of layoff (either right away or at the end of 6 months) by completing the Reduction of Staff form. If an employee is not recalled within 6 months, he will be considered terminated, and all remaining pay will be paid out.