

CITY OF LOS ANGELES LAYOFF PROCESS

1. The Mayor and City Council approves the budget, which may result in the elimination of filled and vacant funded positions.
2. The Executive Employee Relations Committee (EERC) approves departmental requests for layoffs and establishes a final City-wide layoff calculation date.
3. Department Action
 - Sends letter to the GM of Personnel requesting layoffs
 - Identify classes affected and the number of employees
 - Prepares layoff notification
4. 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
5. 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.