

OUTPLACEMENT

P-1 Type 099 Reinstatement

P-1 Type 677 Reassignment in Lieu of Layoff (RIF)

- Outplacement applies only to non-contract merit-covered employees.
- Enter the BrassRing number of the Outplacement list in the remarks as well as in the “Cert. Number” line of the P1.
- If an employee is hired off an Outplacement list prior to the date of layoff:
 - Follow the rules for promotion, demotion, or transfer (whichever is applicable).
 - Use the 677 Reassignment in Lieu of Layoff P1 to move the employee into the new position.
 - The Date of Employment, Seniority Date and Vacation Anniversary date will remain the same.
- If an employee is hired from an Outplacement list after being laid off:
 - Follow the rules for reinstatement.
 - Use the 099 Reinstatement P1 to return the employee to the payroll.
 - The employee may be paid at any pay rate in the pay grade of the class to which reinstated.
 - The employee will receive a new Date of Employment and Seniority Date based on the date of reinstatement.
 - The employee’s previous Vacation Anniversary date minus the period of separation shall be restored.
 - The employee’s unused accrued sick leave shall be restored if the employee is reinstated within two years following the date of layoff.

Administrative Rule

Refer to Managers & Supervisors Manual: Chapter 16 Layoff – Section 16.20 Outplacement

Step Increase Date

Hired Prior to Layoff Date:

If an employee transfers laterally (same pay grade) or demotes to a contract-covered class, and the step increase date is in the past, and the employee is not at the max of the pay grade, the employee will receive the step increase at the time of transfer, and the step increase date will be set to 52 weeks from the effective date of transfer.

If an employee transfers laterally (same pay grade) or demotes to a contract-covered class, and the step increase date is in the future, or the employee is at the max of the pay grade, the step increase date will remain the same.

If an employee transfers laterally (same pay grade) or demotes to another non-contract class, the step increase date will remain the same.

If an employee promotes, the step increase date will be set to 26 weeks from the effective date of promotion if the employee received an increase in pay upon promotion.

Hired After Being Laid Off:

The step increase date will be set to 26 weeks from the date of reinstatement.