

## **Rule 9 - Transfers and Layoffs**

### **9.10 Transfers**

Transfers of employees may be made with the approval of the appointing authority. No increase, decrease or advance in salary shall be made upon transfer unless required by contract or City policy.

### **9.20 Layoff**

For employees who are represented by a labor union, layoffs shall be accomplished according to the collective bargaining agreement, governing the employee. For employees who are not covered by a collective bargaining agreement, layoffs shall be accomplished as provided in the then applicable provisions of the City's Personnel Manual. Employees who are laid off shall head any eligibility list for the position from which they are laid off in the order of their seniority at the time of layoff, to the end that they shall be the first to be reemployed.

Notice of layoff shall be given the employee concerned and the Chief Examiner at least two week(s) before the effective date thereof. Employees laid off shall have their names placed on the eligibility list of the class to which their position was allocated in accordance with these Rules, for a period specified in Rule 6.2 or until they refuse an offer of rehire.