

## Chapter ER-Pers 22

## LAYOFF PROCEDURE

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Note: Chapter Pers 22 was renumbered Chapter ER-Pers 22, effective March 1, 1983.

**ER-Pers 22.01 Purpose.** This layoff procedure is adopted under s. 230.34 (2), Stats., and is intended to be fair to and understandable by all employees; retain for the state service its most effective and efficient personnel; and insure that all layoff actions are appropriately and systematically administered.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; emerg. am. eff. 4-25-75; am. Register, September, 1976, No. 237, eff. 10-1-76; am. Register, February, 1981, No. 302, eff. 3-1-81.

**ER-Pers 22.02 Definitions.** (1) **LAYOFF.** Layoff means the termination of the services of an employe with permanent status in class, in accordance with the procedure specified in this chapter, from a position in the class, class subtitle or progression series in which a reduction in force is to be accomplished.

(2) **EMPLOYING UNIT.** For purposes of this chapter, employing unit means the same as defined under s. ER-Pers 1.02 (4) and established under s. 230.30, Stats.

(3) **LAYOFF UNIT.** For purposes of this chapter, the term layoff unit means the same as employing unit as defined and established under s. ER-Pers 1.02 (4).

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; emerg. r. and recr., eff. 4-25-75; r. and recr. Register, September, 1976, No. 237, eff. 10-1-76; renum. (1) and (2) to be (2) and (3), cr. (1), Register, February, 1981, No. 302, eff. 3-1-81; am. (1), Register, February, 1983, No. 326, eff. 3-1-83.

**ER-Pers 22.025 Vacancies, how filled.** For purposes of this chapter, the appointing authority shall fill vacancies in the following order, after considering transfers, demotions and reassignments limited to persons currently employed in the employing unit who are not affected by the layoff:

- (1) Through alternatives in lieu of termination as a result of layoff.
- (2) Through restoration following layoff.

**History:** Cr. Register, February, 1983, No. 326, eff. 3-1-83.

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**ER-Pers 22.03 Application.** (1) This chapter shall be applied by the appointing authority in the event of an impending reduction in work force.

(2) This chapter shall apply only to those employes not included in certified bargaining units having labor agreements.

(3) Except as provided in ss. ER-Pers 22.12, 22.13 and 22.14, this chapter shall not apply to:

(a) Temporary layoffs not to exceed 20 working days.

(b) Seasonal layoff of seasonal employes.

(c) School year employes at institutions and schools, during recesses in the academic year or summer. In accordance with s. ER-Pers 18.05 (1) (c), such employes shall be considered on an approved leave of absence without pay during these periods.

(d) Project employes.

(4) The layoff grouping under s. ER-Pers 22.06, shall not apply to employes in positions funded by nonstate funds made available contingent on special employe eligibility requirements under s. 230.34 (2m), Stats. However, if layoff is to be made among such employes, the provisions of this chapter shall apply.

(5) The appointing authority shall identify the position or positions to be eliminated in the event of a reduction in the work force.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (1), r. (2) to (5), cr. (2) and (3), Register, September, 1975, No. 237, eff. 10-1-75; r. and recr. (1), renum. (2) to be Pers 22.04, r. (3), cr. (2) to (5), Register, February, 1981, No. 302, eff. 3-1-81; am. (3) (a), Register, February, 1983, No. 326, eff. 3-1-83.

**ER-Pers 22.04 Certain employes released first.** Before an employe with permanent status in class is laid off, the appointing authority shall terminate all employes in the same class, class subtitle or progression series in the employing unit in which the layoff occurs who are performing duties which the employe would be qualified to perform after being given the customary orientation provided to newly hired workers in such positions, as follows:

(1) Limited term employes, including provisional employes;

(2) Employes serving on a project appointment; and

(3) Employes serving an original appointment probationary period.

**History:** Cr. Register, September, 1975, No. 237, eff. 10-1-75; renum. from Pers 22.03 (2) and am., Register, February, 1981, No. 302, eff. 3-1-81; am. (Intro.) and (1), Register, February, 1983, No. 326, eff. 3-1-83.

**ER-Pers 22.05 Layoff plan subject to approval.** Whenever it becomes necessary for an agency to lay off employes, the appointing authority shall prepare a comprehensive written plan for layoff following the procedure specified in this chapter and submitted to the administrator for review and approval prior to implementation.

**History:** Emerg. cr. eff. 4-25-76; cr. Register, September, 1975, No. 237, eff. 10-1-75; renum. from Pers 22.09 and am., Register, February, 1981, No. 302, eff. 3-1-81.

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**ER-Pers 22.06 Procedure for making layoffs.** (1) The appointing authority shall identify the class, the class subtitle as approved by the administrator at the time of layoff, or the classification progression series approved by the administrator, in which layoff is to occur, hereafter called the layoff group. Full-time and part-time positions may constitute different layoff groups.

(2) The appointing authority may exempt from the layoff group up to 2 employes or 20%, whichever is greater, of the number of employes in the layoff group to retain employes having special or superior skills or for other such purposes as may be determined by the appointing authority. In addition, for affirmative action purposes, the appointing authority may exempt female, minority and handicapped employes in the layoff group in a manner that retains the proportional representation of each of these groups in the layoff group. In applying the percentages for these exemptions, any fraction may be rounded to the next whole number. Exercise of these exemptions shall be declared by the appointing authority as part of the layoff plan submitted under s. ER-Pers 22.05.

(3) The remaining employes, plus those on an approved leave of absence, in the layoff group, shall be ranked by seniority computed on the basis of continuous state service as set forth in s. ER-Pers 18.02 (2) and (3), with any resulting tie cases to be ranked, relative to each other, according to their total continuous state service in that class, approved class subtitle, or classification progression series. If a tie still exists between 2 or more employes after completing the above, seniority of the tied employes shall be determined by age, with the oldest employe deemed to have the greatest seniority. Employes shall be laid off according to their seniority ranking, with the lowest ranked, which means the least senior, employe laid off first.

(4) With the agreement of the appointing authority, a more senior employe in the layoff group may volunteer to be terminated from employment in lieu of the layoff of a less senior employe, with the guarantee that the appointing authority will not challenge the more senior employe's eligibility for unemployment compensation, unless that employe later refuses a reasonable offer of reappointment.

**History:** Emerg. cr. eff. 4-26-75; cr. Register, September, 1975, No. 237, eff. 10-1-75; renum. from Pers 2.036 and am., Register, February, 1981, No. 302, eff. 3-1-81; am. (1) and (2), cr. (4), Register, February, 1983, No. 326, eff. 3-1-83.

**ER-Pers 22.07 Notice prior to layoff; appeal notice.** Any employe affected by layoff shall be given written notice of the action, not less than 15 calendar days prior to its effective date. The written notice of layoff shall, to the extent practicable, include the specific alternatives within the agency available at that time to the employe in lieu of termination. The appointing authority shall continue to keep the employe aware of new alternatives available up to the effective date of the layoff. The employe shall be entitled to appeal the layoff action to the commission upon filing a written request with the commission within 30 calendar days of the effective date of the decision or within 30 calendar days after receipt of notice of the action, whichever is later. No notice of appeal or pending litigation as a result thereof, affects any determination previously or subsequently made by the appointing authority, until an

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order is entered by the commission, unless the order is stayed by a court of competent jurisdiction.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; emerg. am. eff. 4-25-76; am., Register, September, 1976, No. 237, eff. 10-1-76; renum. from Pers 22.05 and am., Register, February, 1981, No. 302, eff. 3-1-81; am. Register, February, 1983, No. 326, eff. 3-1-83.

**ER-Pers 22.08 Alternatives to termination from the service as a result of layoff.** If an employe with permanent status in a class has received a notice of layoff under s. ER-Pers 22.07 these alternatives shall be available in the order listed below until the effective date of the layoff. Employes in the same layoff group who are laid off on the same date shall have the right to exercise the following alternatives to termination from the service as a result of layoff in direct order of their seniority, most senior first:

(1) **TRANSFER.** (a) All employes who have received a notice of layoff have the right to transfer:

1. Within the employing unit: to any vacancy in the same or counterpart pay range for which the employe is qualified to perform the work after being given the customary orientation provided to newly hired workers in the position; or

2. Within the agency: to any vacancy in the same class, class subtitle or progression series from which the employe is being laid off for which the employe is qualified to perform the work after being given the customary orientation provided to new workers in the position.

(b) An employe who transfers within the agency as an alternative to termination from the service immediately attains permanent status in class in the class to which the employe transfers, except that:

1. An employe who is serving a promotional probationary period must complete that probationary period in the new position.

2. An employe who is serving a permissive probationary period may be required to complete that probationary period in the new position.

3. An employe who transfers to a position in a different employing unit of the same agency may be required to serve a probationary period in accordance with s. 230.28 (1) (am) or (4), Stats., as applicable. During this probationary period, the employe may be removed from the position without the right of appeal and restored to his or her former position or transferred to a different position. If the position has been abolished, the employe shall be given consideration for any vacant position in the same or counterpart pay range for which the employe is qualified to perform the work after being given the customary orientation provided for newly hired workers. If no such vacant position exists, the employe shall be treated as if he or she had been restored to the previous position, and the provisions for making layoffs under this chapter shall apply.

(c) An employe who transfers between agencies as a result of layoff may be required by the appointing authority to serve a probationary period, except that an employe who is serving a promotional probationary period must complete that probationary period in the new position. In addition, an employe who is serving a permissive probationary period may be required to complete that probationary period in the new position. If on probation, the employe may be terminated without the right

of appeal. However, if terminated while on probation as a result of transfer between agencies as a result of layoff, the employe shall have restoration rights under s. ER-Pers 22.10 (2). If the employe is not required to serve a probationary period, the employe immediately attains permanent status in class in the class to which the employe has transferred.

(2) **DEMOTION AS A RESULT OF LAYOFF.** (a) Within an agency. If no transfer under sub. (1) is available and if there is a vacancy available, for which the employe is qualified to perform the work after being given the customary orientation provided to newly hired workers in such positions, in a higher level position than could be obtained through displacement under sub. (3), an appointing authority shall offer the employe a demotion to that vacancy. This offer shall be subject to the criteria for a reasonable offer of appointment under s. ER-Pers 22.09.

1. An employe demoted as a result of layoff immediately attains permanent status in class in the class to which the employe is demoted, except that an employe demoted to a position in a different employing unit of the same agency may be required to serve a probationary period in accordance with s. 230.28 (1) (am) or (4), Stats., as applicable. During this probationary period, the employe may be removed from the position without the right of appeal and restored to his or her former position or transferred to a different position. If the position has been abolished, the employe shall be given consideration for any vacant position in the same or counterpart pay range for which the employe is qualified to perform the work after being given the customary orientation provided for newly hired workers. If no such vacant position exists, the employe shall be treated as if he or she has been restored to the previous position, and the provisions for making layoffs under this chapter shall apply.

2. An employe who is demoted by the appointing authority, as a result of a layoff to the highest level vacancy available for which the employe is qualified, shall have his or her pay determined under s. ER-Pers 29.03 (8) (c).

3. For pay provisions regarding an employe who chooses, with the approval of the appointing authority, to be demoted as a result of layoff to a vacancy which is at a lower level than other available vacancies to which the employe could be demoted, see s. ER-Pers 29.03 (8) (b).

(b) **Between agencies.** An employe may demote to a position in a lower classification in a different agency in lieu of being terminated as a result of layoff.

1. The employe may be required to serve a probationary period at the discretion of the appointing authority, and if during this period the employe's services are found to be unsatisfactory, the employe may be terminated without the right of appeal. However, if terminated while on probation, the employe shall have restoration rights under s. ER-Pers 22.10 (2). If the employe is not required to serve a probationary period, the employe immediately attains permanent status in class in the class to which the employe is demoted.

2. An employe who demotes as a result of layoff between agencies shall have his or her pay determined under s. ER-Pers 29.03 (8) (b).

(3) **DISPLACEMENT.** (a) If there is no vacancy obtainable under subs. (1) and (2) at the same or higher level than any position obtainable

under this subsection, an employe may exercise a right of displacement within the employing unit.

1. If qualified to perform the work after customary orientation provided for newly hired workers in such positions, an employe may exercise the right of displacement only: to a lower level within the employe's present classification series; to a position in a lower class in which the employe had previously attained permanent status in class; or to a lower level within an approved progression series in which the employe had previously attained permanent status in class at a higher level. The employe may exercise the right of displacement in the order which will achieve the highest level position to which the employe has rights.

2. If the employe has previously attained permanent status in class in a position whose classification had been affected by an action of the administrator, the employe shall immediately attain rights to the classification which replaced the original classification of the position previously held by the employe.

3. Exercise of such displacement rights does not guarantee the employe a position in the class or subtitle selected. It only requires the employe to be included along with other employes in the class or subtitle when the layoff process as provided in s. ER-Pers 22.06 is applied to determine which employe is laid off as a result of displacement.

4. An employe who elects to exercise displacement rights has 5 calendar days from the date of written notification of impending layoff or receipt of such written notification, whichever is later, to exercise that option.

5. If there is more than one position in the same or counterpart pay range to which the employe is eligible to exercise the right of displacement, the appointing authority may designate the position to which the employe shall first exercise the right of displacement.

(b) An employe who exercises displacement rights within the employing unit as a result of layoff immediately attains permanent status in class in the class into which the employe has been placed.

(c) An employe who exercises displacement rights shall have his or her pay determined under s. ER-Pers 29.03 (8) (c).

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; emerg. am. 4-25-75; am., Register, September, 1975, No. 272, eff. 10-1-72; (intro.), (1) and (2) renum. from Pers 22.04 and am., r. (3) and (4), cr. (3), Register, February, 1981, No. 302, eff. 3-1-81; am. (intro.), (1) (a) 1. and 2., (b) and (c), cr. (1) (b) 3., renum. (2) and (3) to be (3) and (2) and am., Register, February, 1983, No. 326, eff. 3-1-83.

**ER-Pers 22.09 Failure to accept reasonable offer of appointment.** (1) An employe who has been notified of layoff and fails to accept a reasonable offer of permanent appointment within the agency within 5 work days of the offer or who, upon acceptance, fails to be available for work within 5 work days after acceptance forfeits any further rights to an appointment under ss. ER-Pers 22.08 and 22.10.

(2) An offer of appointment shall be considered reasonable if it meets the following 5 conditions as of the date of the offer:

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- (a) The position is one which the employe would be qualified to perform after customary orientation provided to new workers in the position;
- (b) The position is the highest level position available within the agency to which the employe could either transfer or demote;
- (c) The number of work hours required does not vary substantially from the number of work hours previously worked; and
- (d) The position is located at a work site that is within reasonable proximity of the original work site.
- (e) The pay range of the position offered is no more than 2 pay ranges or counterpart pay ranges lower than the pay range of the position from which the employe was laid off, unless the employe's rate of pay at the time of layoff is maintained in the position offered.

History: Cr. Register, February, 1981, No. 302, eff. 3-1-81; am. (1) and (2) (intro.), cr. (2) (e), Register, February, 1983, No. 326, eff. 3-1-83.

**ER-Pers 22.10 Restoration rights and conditions.** An employe or former employe who transfers or demotes to another agency as a result of layoff under s. ER-Pers 22.08 (1) or (2) and is terminated while on probation, exercises displacement rights as a result of layoff under s. ER-Pers 22.08 (3), is demoted as a result of layoff under s. ER-Pers 22.08 (2), or is terminated as a result of layoff, shall, under s. 230.34 (2), Stats., be granted the following considerations for a 3-year period from the date of such action:

(1) **RETURN TO SAME EMPLOYING UNIT.** When a vacancy occurs in the employing unit at or closest to the same or counterpart pay range level from which an employe was terminated as a result of layoff, exercised displacement rights, demoted as a result of layoff, or transferred or demoted between agencies as a result of layoff and was terminated while on probation, the employe shall be recalled in inverse order of layoff providing the employe is qualified to perform the work after being given the customary orientation provided newly hired workers in such position, unless the employe previously declined a similar offer.

(2) **RETURN TO THE AGENCY.** When a vacancy occurs in the agency in the class, class subtitle or progression series from which the employe was terminated as a result of layoff, exercised displacement rights, demoted as a result of layoff, or transferred or demoted between agencies as a result of layoff and was terminated while on probation, the employe shall be recalled in inverse order of layoff, providing the employe is qualified to perform the work after being given the customary orientation provided newly hired workers in such position. The order of layoff for the recall of an employe who transferred or demoted between agencies as result of layoff and was terminated while on probation shall be determined on the basis of the effective date of the layoff.

(3) **REQUIREMENTS FOR RESTORATION.** An employe or former employe having restoration rights under this section who fails to accept a reasonable offer of reappointment within the agency within 5 work days of the offer or who, upon acceptance, fails to be available for work within 10 work days after acceptance, forfeits any further restoration rights under s. ER-Pers 22.10. If extenuating circumstances prevent an employe or former employe from reporting for work within 10 work days after ac-

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ceptance or making other arrangements with the employer, the employe does not forfeit the right to further restoration when other vacancies occur, providing the nature of the extenuating circumstances was acceptable to the appointing authority.

(4) **PAY ON RESTORATION.** See s. ER-Pers 29.03 (7).

(5) **RED CIRCLING.** If the employe is restored to the highest level vacancy within the employing unit or within the agency, if the vacancy in the agency is at a higher level than available in the employing unit from which the employe was laid off, the employe's pay rate calculated in accordance with s. ER-Pers 22.10 (4), shall be red circled if it is above the maximum of the pay rate or pay range for the class to which the employe is restored. See s. ER-Pers 29.025.

(6) **EXPIRATION OF RIGHTS.** An employe who transfers as a result of layoff under s. ER-Pers 22.08 (1) (a) 1. or 2., or who is restored after termination in lieu of layoff while serving a probationary period resulting from a promotion or transfer within the agency under ss. ER-Pers 14.03 (1), or 15.04 (2), respectively, or who is restored or reinstated to a position within the agency in the same or counterpart pay range shall have no further restoration rights.

**History:** Cr. Register, September, 1975, No. 272, eff. 10-1-75; cr. (intro.), (1) renum. from Pers 22.055 (1) and am., cr. (2) to (6), Register, February, 1981, No. 302, eff. 3-1-81; am. (intro.) through (4) and (6), Register, February, 1983, No. 326, eff. 3-1-83.

**ER-Pers 22.11 Reinstatement privileges and conditions.** (1) When a vacancy, for which the employe is qualified, occurs anywhere in state service other than the agency from which the employe was terminated as a result of layoff, exercised displacement rights, or demoted as a result of layoff, the employe may be reinstated at the discretion of the appointing authority within a 3-year period from the date of action resulting from layoff.

(2) A person who is reinstated to an agency other than the one from which the person earned reinstatement eligibility may be required to serve a probationary period. See s. ER-Pers 16.04 (1) (a).

(3) For pay provisions upon reinstatement following layoff, see s. ER-Pers 29.03 (6).

(4) For pay provisions upon reinstatement where a probationary period is required, see s. ER-Pers 29.03 (2) (b).

**History:** Cr. Register, September, 1975, No. 272, eff. 10-1-75; (1) renum. from Pers 22.055 (2) and am.; cr. (2) to (4), Register, February, 1981, No. 302, eff. 3-1-81; am. (1), Register, February, 1983, No. 326, eff. 3-1-83.

**ER-Pers 22.12 Layoff of seasonal and sessional employes.** (1) Employes in seasonal or sessional positions are employed for specific seasonal or sessional periods. Upon expiration of such periods, seasonal and sessional employes may, at the discretion of the appointing authority, be laid off until the beginning of the next seasonal or sessional work period. Such layoffs are not subject to any of the other provisions of this chapter.

(2) Employes in seasonal or sessional positions, who are laid off with the understanding that there is little or no expectation of future sea-  
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sonal or sessional employment, shall be laid off in accordance with the provisions of this chapter as if they held permanent positions.

**History:** Cr. Register, February, 1981, No. 302, eff. 3-1-81.

**ER-Pers 22.13 Layoff of school year employees.** (1) School year employees whose services are not required during a summer recess are granted summer leave under the provisions of s. ER-Pers 18.05 (1) (c), and are not considered to be in layoff status.

(2) School year employees whose services are not expected to continue in the ensuing school year shall be laid off in accordance with the provisions of this chapter.

**History:** Cr. Register, February, 1981, No. 302, eff. 3-1-81.

**ER-Pers 22.14 Temporary layoff of employees.** The administrator may approve exceptions to the procedures outlined in this chapter for temporary layoffs not to exceed 20 working days. Temporary layoffs shall apply to all employees in an employing unit. However, an appointing authority may recommend, subject to approval of the administrator, that temporary layoffs apply to only some employees in the employing unit. If a temporary layoff of some employees is approved, it shall be by class and seniority with the least senior employees being temporarily laid off. The specific number of such days affected employees are laid off, as recommended by the appointing authority, is also subject to approval by the administrator.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; renum. from Pers 22.08 and am., Register, February, 1981, No. 302, eff. 3-1-81; am. Register, February, 1983, No. 326, eff. 3-1-83.