

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Layoff/Demotion
POLICY NUMBER: 222

222.10 If it is necessary for the District to layoff or demote employees due to lack of work, lack of funds, or reorganization, the affected employees will be informed at least thirty (30) days prior to the effective date of layoff or demotion, if possible. In determining employees who will be laid off or demoted, the District shall consider need for the position, skills, capacity of ability to satisfactorily perform the duties of a position, growth potential and years of service with the District. Whenever two (2) or more employees are considered equal in skills, capacity of ability and growth potential as indicated by each employee's personnel file, the employee with the longest service with the District shall be given preference for retention.