

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 6.18</b>
		Issue Date: March 21, 2005
		Revision Date: January 18, 2008; March 21, 2022
<b>CHAPTER:</b> Human Resources		Related Policy: G.O. 6.19 (Bumping Rights for Non-Represented Employees)
<b>SUBJECT: Layoff Matrix For Non-Represented Employees</b>		Related Laws:

**POLICY:** The administration of layoff and recall for non-represented employees will be completed in conformance with established Lane County procedures.

**RULE:** None

**PROCEDURE:**

I. Lay off Matrix Criteria

A. Probationary Employees

1. Probationary employees with employment classifications identified for reduction shall be laid off before any permanent employees in the affected classification.
2. The identification of probationary employees shall be by classification within the affected division.

B. Merit, fitness, and job skills criteria

1. The annual evaluation score for the last (1) year will be utilized to assist with determining the layoff order. An evaluation that reflects an overall “needs improvement” rating factor will result in an overall reduction in ranking.
- 2.. Special experience and training of each individual potentially subject to layoff may be considered on a case-by-case basis, if the Sheriff’s Office can show how these factors are utilized in the performance of the job and why this special experience and training of the individual are critical in the performance of the job under consideration.
3. The Sheriff may at his/her discretion convene an assessment panel to assess merit and fitness of employees within a classification to assist in

determining the layoff order. This panel can also take into consideration 360 reviews to assist with the layoff order.

- C. Where this policy is silent, the layoff matrix criteria as outlined as Chapter 3, Section 54, of the Administrative Procedures Manual shall be utilized in the future for determining the merit and fitness for layoffs and recall of non-represented employees.