

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 6.19
		Issue Date: March 21, 2005
		Revision Date: January 2, 2019
CHAPTER: Human Resources		Related Policy: G.O. 6.18 (Layoff Matrix for Non-Represented Employees)
SUBJECT: Bumping Rights for Non-Represented Employees		Related Laws: APM Chapter 3, Section 54.

POLICY: Because of budgetary constraints, the Sheriff's Office may have to eliminate non-represented positions. Should a layoff become necessary, the following procedure will be implemented in order to recognize the tremendous value of employees' qualifications, years of experience, and extensive training.

The classification of Captain/Chief Deputy may bump to Lieutenant's classification, and the classification of Lieutenant may bump to a Sergeant's classification. The classification of Sergeant may bump to Deputy Sheriff pursuant to existing collective bargaining agreements between the County and the Lane County Peace Officer's Association.

RULE: None

PROCEDURE:

I. DPSST Certified Personnel

- A. If a Captain/Chief Deputy has been selected for layoff, that Captain/Chief Deputy shall receive notice of his or her layoff at least five (5) working days before the recommendation is submitted to the County Administrator for approval. Within two (2) calendar days of receiving that written notification, that Captain/Chief Deputy must inform the Sheriff in writing of his or her intention to move to a budgeted Lieutenant's position.
- B. If a Captain/Chief Deputy chooses to exercise this option, then the Sheriff shall select a budgeted Lieutenant for layoff.
- C. This same procedure will also apply to Lieutenants bumping to Sergeants.
- D. Supervisory non-bargaining unit employees entering the bargaining unit by way of exercising bumping rights shall enter the same bargaining unit classification held at the time of promotion and be paid in the same corresponding step of the lower classification held prior to leaving the bargaining unit.
- E. Supervisory non-bargaining unit employees who initially enter the bargaining unit by way of exercising bumping rights shall be credited with seniority in

compliance with the collective bargaining agreement. Incumbents will be eligible to exercise bumping rights only in occupational series related to their current classification.

Example:

1. Communications/Records Supervisor > CO or RO Series
- F. Individuals who have exercised their option to “bump” will retain their recall rights to their previous classification for fourteen (14) months.
- G. Recall to certified non-represented positions would be at the discretion of the Sheriff.

II. Salary Rate

If a Captain/Chief Deputy or Lieutenant bumps to a lower classification, the salary will remain the same if it is within the salary range of the lower classification. If the salary exceeds the maximum of the salary range of the lower classification, then the Captain/Chief Deputy or Lieutenant shall receive the maximum salary of the lower classification.

A. Non-Certified Positions

Selection for layoff of non-certified, non-represented positions will be based on a combination of essential qualifications and skills, performance appraisals, and longevity. Employees occupying AFSCME qualifying positions that are non-represented due to confidential nature of their work will be subject to recall based on procedures outlined in the AFSCME contract. Supervisory non-bargaining unit employees at the Sergeant level will be able to exercise bumping rights as indicated above under Certified Positions.

- B. Recall to non-certified, non-represented positions will be at the discretion of the Sheriff.