



## LAYOFF AND RECALL POLICY

HR-99

**Effective Date:** February 1, 2025

**Replaces:** Section 9.02 "Rehire when Laid Off" in the Employee Policy Manual

### OBJECTIVE

If the City of Angleton determines that a workforce reduction is necessary due to economic conditions or other circumstances, layoffs and recalls will be conducted in accordance with the procedures outlined in this policy for any layoff beginning February 1, 2025, forward.

### PROCEDURES

#### Layoff

If a layoff is anticipated, the City will communicate relevant information as soon as possible while ensuring compliance with state and federal notice requirements.

Employees will generally be selected for layoff based on the following criteria (not necessarily in this order):

- Length of service with the City ("last in, first out").
- Operational needs of the City.
- Demonstrated performance, both current and past.

An employee's length of service is measured from their original hire date, provided there has been no break in service exceeding 30 days, except for employees on approved FMLA leave. If a break in service exceeds 30 days, only actual time worked will be credited toward length of service, unless otherwise required by law.

Employees selected for layoffs will be provided with as much notice as required by law or a reasonable amount of notice based on the circumstances.

If a layoff is expected to exceed 30 days, employees will receive payment for unused accrued PTO (up to the maximum allowed per the Employee Policy Manual) in their final payroll. PTO will not accrue during the layoff period.

In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), employees who were enrolled in medical, dental, or vision benefits will be offered continuation of coverage within 30 days of their benefits termination date.

#### Recall

Laid-off employees will remain on a recall list for up to three months or until management determines the layoff is permanent, whichever occurs first. Once an employee is removed from the recall list, all job rights with the City are terminated.



Employees are responsible for informing the Human Resources (HR) Department if they become unavailable for recall. Additionally, employees must maintain a current home address and phone number on file with HR. Failure to do so will result in loss of recall rights.

Employees must accept the first offer of rehire for a position they are qualified to perform. Refusing the first offer will result in removal from the recall list.

Recalls will be based on:

- City's operational needs
- Employee's ability to perform the job

Recall notices will be sent via certified mail (return receipt requested) to the employee's last known address on file. Employees must respond within seven (7) calendar days of the date of the notice. Failure to do so will result in removal from the recall list and termination of all job rights with the City.

Employees laid off for 30 days or less will retain their accrued seniority. Employees recalled after more than 30 days but less than six months will be credited with their previous service for seniority purposes only.

TMRS (Texas Municipal Retirement System) contributions will not be made during a layoff period, even if the employee is later recalled.

If an employee was paid out for PTO at the time of layoff, they will not be credited with previously accrued PTO upon recall. PTO accrual will restart at zero upon rehire.