

CITY OF COOPER CITY  
HUMAN RESOURCES DEPARTMENT



LAYOFF/SEVERANCE PAY POLICY  
POLICY #01-009

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this operating procedure.

Revision	Date	Description of Change
1		Initial Release

APPROVALS

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Commission

\_\_\_\_\_  
Date



# City of Cooper City City Policies and Procedures

<b>SUBJECT</b>	<b>Layoff/Severance Pay Policy</b>
POLICY #	01-009
City Commission Approval	

**POLICY:**

The City Manager may layoff regular employee(s) when it is deemed necessary because of a shortage of workload or funds, the elimination of the position, material changes with the department’s organization, or for other related reasons which are outside the employee’s control and which do not reflect discredit upon the services of the employee. The City Manager shall notify the City Commission of this action at the first appropriate opportunity. Layoffs are not subject to appeal.

No regular employee will be laid off while another person is employed on a probationary basis in the same class in that department. If there is more than one employee in the same class, the layoff of a regular employee will be made first based on employee evaluation rating (including attendance) in the class and department. In a department and class where there is more than one employee and if performance evaluations are equal, the layoff determination will revert to the inverse order of length of service. The City will provide regular employees at least ten (10) working days' notice of such layoff. In addition to accrued vacation pay and sick leave, if applicable, all employees laid off by the City in good standing are eligible to receive one (1) week’s (five working days) severance pay, provided they have completed at least one year of continuous service with the City. This benefit of severance pay will be revoked by the City Manager if an employee who is being laid off leaves the service before the required effective date of their severance. No employee who is terminated for disciplinary reasons by the City will receive severance pay; neither is an employee who resigns eligible for severance pay. An employee whose employment is terminated due to outsourcing and who continues employment with the outsourcing entity will not be eligible for severance pay.