



ADMINISTRATIVE DIRECTIVE

<p>Title: Recall of Laid Off Personnel Issuing Department: Human Resources Effective Date: October 1, 2018 Approved: Jamsheed Mehta, Town Manager Type of Action: Revision</p>
--

1.0 PURPOSE

The purpose of this directive is to establish operating practices and procedures for the implementation of the recall provisions in the Town of Marana Personnel Policies and Procedures.

2.0 DEPARTMENTS AFFECTED

All Town of Marana classified employees in any department who have completed the initial evaluation period as defined in the Marana Town Code and the Town of Marana Personnel Policies and Procedures.

3.0 REFERENCES

- 3.1 Town of Marana Personnel Policies and Procedures, Section 8-1-6: Layoff and Recall
- 3.2 Town of Marana Personnel Policies and Procedures, Chapter 3: Classification and Compensation
- 3.3 Town of Marana Administrative Directive: Compensation Administration

4.0 DEFINITIONS

- 4.1 Layoff: A reduction in the Town's work force due to a shortage of work or funds or a material change in duties or organization.
- 4.2 Recall: Recall occurs when an employee who has been laid off is asked to return to regular employment during the recall period, either to the position held prior to layoff or to another similar position.
- 4.3 Recall period: The 12 calendar month period following the effective date of a layoff.
- 4.4 Seniority: An employee's total length of continuous service with the Town as a probationary/regular employee.

5.0 POLICIES AND PROCEDURES

- 5.1 Recall to Same Position. The Town shall recall a laid off employee if that employee's previously-held position becomes available during the recall period.
- 5.2 Recall to Similar Position. The Town shall recall a laid off employee if a position that is similar to the employee's previously-held position becomes available during the recall period and the employee meets the minimum qualifications of the position.
- 5.2.1 To determine whether one position is sufficiently similar to another position for purposes of recall, the Human Resources Department shall ensure that a Position Information Questionnaire (PIQ) is completed for the two positions being compared. The Human Resources Department will then review the PIQs for both positions and examine the nature and scope of the work performed and the requisite knowledge, skills and abilities, including but not limited to, education, experience, work skill requirements, personal abilities and mental and physical requirements. The decision of the Human Resources Department is final.
- 5.2.2 Temporary positions, including term-limited temporary positions and short term temporary positions, are not considered to be similar to regular positions; therefore, employees shall not be recalled into temporary positions.
- 5.2.3 If more than one eligible employee qualifies for an available position, the Town shall recall employees who were laid off from the same department as the available position first, in order of seniority. If there are no eligible employees from the same department as the available position, the Town shall recall employees in order of seniority without regard to department.
- 5.2.3.1 Example 1: A position becomes available in the Parks and Recreation Department. Two employees are eligible for recall into the position. Employee A has 3 years seniority and was laid off from the Parks and Recreation Department. Employee B has 5 years seniority and was laid off from Development Services. Employee A will be recalled into the position before Employee B.
- 5.2.3.2 Example 2: A position becomes available in the Parks and Recreation Department. Two employees are eligible for recall into the position. Employee A has 3 years seniority and was laid off from the Police Department. Employee B has 5 years seniority and was laid off from Development Services. Employee B will be recalled into the position before Employee A.
- 5.3 Notification. The Human Resources Department shall notify employees of a recall in writing by first-class mail at the employee's last known address on file in the Human Resources Department. Employees must then contact the Human Resources Department within five business days after receipt of the notice. Employees who do not respond to the recall notification will be considered to have refused the position, their recall period will be terminated, and they will not be considered for subsequent recall positions.
- 5.4 End of Recall Period. After the 12-month recall period has ended, former employees must participate in the normal employment process in order to be considered for vacancies at the Town.

6.0 RESPONSIBILITIES

- 6.1 The Human Resources Department shall ensure that all positions are analyzed for possible recall scenarios prior to posting the position for competitive recruitment. This responsibility shall include the completion and analysis of PIQs as appropriate.
- 6.2 The Human Resources Department shall ensure that appropriate recall notifications are prepared and mailed to eligible employees in a timely manner.

7.0 ATTACHMENTS

None

REVISION HISTORY

<i>REV</i>	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
OR	Original Release	5/21/2010
REV	Scrivener's error revisions to Section 3.0 References to correspond to revisions to Chapter 3 of Personnel Policies and Procedures	7/1/2014
REV	Revision	10/1/2018

Caution: A copy of this Administrative Directive is an uncontrolled document. It is your responsibility to ensure you are using the current version. The electronic version is the only acceptable and controlled Administrative Directive.