## LAYOFF NOTICE/RE-EMPLOYMENT PLACEMENT FORM

Per NAC 284.630 we are requesting the completion of this form. The agency completes Section 1 and the employee completes Section 2. **Upon receipt of this completed form, the Division of Human Resource Management will complete Section 3 and place affected employees on the Reemployment list for the class and option from which laid off.** The employee must complete the Job Development Form and submit it to the Division of Human Resource Management in order to be placed on the appropriate Reemployment "2" lists.

## Section 1

Department	Division:					
Employee ID #:						
1 - /						
Name: Last	First MI					
Classification Title, and Option (if applicable)	First MI Class Code #					
	Grade/Step					
Seniority Credits:	Does employee have reemployment rights?					
Yrs Mos Days	□ YES □ NO					
	To: Full-Time  or Part-Time  Positions					
Date of Notice: Layoff Date:	Displacement option, if any is attached					
Reason for termination:	If employee does not have reemployment rights,					
	please explain:					
Authorized Agency Signature	Date:					
Section 2						
I have read the above section completed by my ager received a copy of the current layoff regulation conta	ncy <u>and</u> agree with the computations. I have ined on back of this form.					
I am willing to work in the following geographical area(s):	<del></del>					
Cignoturo	Data					
Signature:	Date:					
Section 3						
FOR D.H.R.M. USE ONLY: Seniority Score:	Date Programmed to Reemployment 1 List:					
CERTIFICATION:						
Delete: Hired by on (date). I	Exhausted rights by □ accepting or □ refusing the same or					
comparable class/option to department from which laid off.	Exhibition figures by a docepting of a feldaling the saffle of					
□ Notice Rescinded (Date):						
Comments:						
Oddinions.						

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# CALCULATION OF EMPLOYEE SENIORITY CREDITS (See Calculating Seniority Credits handout)

`	C	J	,			
Employee:		_ Employe	ee ID#:			
Department:		Division:				
Date of Continuous Service:		_ Occupa	ational Group of	Layoff:		
EVENT		YEAR	NUMBER OF M	IONTHS/DA	AYS	
SENIORITY CALCULATIONS:  (A) Continuous Service Date  (-) Below Standard Evaluation(s) within last 3 years only and 75 days prior to layoff	FROM	ТО	If less than 1.0 FTE, see worksheet for deductions	YEARS	MONTHS	DAYS
OR LWOP over 240 hours in calendar year within last 3 years only						

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TOTAL SENIORITY CREDIT

## CALCULATION WORKSHEET FOR EMPLOYEE SENIORITY CREDITS

Employee:			Employee ID#:			
Geographical Location:			Department:		Division:	
Date of Continuous Service:			Layoff Date:		<del>-</del>	
Date Credits Projected Through:	-		Occupational Grou			
DEDUCTIONS: Do any circumsta calculations? Check all that apply.		<b>2 3</b>			ions of time from the se	niority
Leave Without Pay	]	Less Than Standard I	Evaluation(s)	I	Less Than Full-Time Em	ployment
Laid Off and Re-Hired	]	Military Service		Ţ	Inclassified Service	Other
ANALYSIS:			Deductions	CALCUL	LATION:	
A. Continuous Service Date	From	То	(Days)	Gross Days	Net Days	
				Total Sen	niority Credits:	
				Days Y	Tears Months _	
Analyst's Initials Da	te:	Calcula	tor's Initials			

# WORKSHEET FOR DEDUCTIONS FROM SENIORITY CREDIT

(See Calculating Seniority Credits Handout)

Leave Without Pay	Calendar Period MM/DD/	YY			
Year	From	To	Working Days		orking Days Excess of 30*
Less Than Standard Evaluation	Calendar Period MM/DD/	YY	Calendar Days		
Year	From	То	Deducted*		
Note: This applies only to th layoff date.	e 3-year period imme	diately preceding t	the layoff date and	not within	75 days prior to
Less Than Full Time Employment	Calendar Period MM/DD/	YY	Calendar	% of	Calendar
Year	From	То	Days	Full Time	Days Deducted*
Other (Explain)	Calendar Period MM/DD/Y	yy To			endar Days educted*
Year					

Allocated to appropriate time span on reverse side; add to any other deductions for the same time span and enter on the appropriate "Deductions" line.

## REEMPLOYMENT JOB DEVELOPMENT FORM

me: Employee ID#			
Dept:	iv:		
Layoff Grade: Step: Full-time: Pa	rt-time:		
I am willing to work in the following area(s):			
	For D.H.R.M. Use Only		
Signature	Date Seniority Score:		
Signature	Date Semonly score.		

## GRADE LEVEL CANNOT EXCEED GRADE OF LAYOFF CLASS

Please complete the first three columns:

Do not list the class/option from which you were laid off. You are automatically placed on that list.

Class Code	Classification & Option (List each option separately)	Grade	*A *R	Date Evaluated/Evaluator Reason for Rejection	Date Entered

<sup>\*</sup>A = Accepted R = Do not meet requirements for class

See other side for regulations and important information.

#### TO THE EMPLOYEE:

## 284.630 Layoffs: Reemployment Lists.

- 1. The names of permanent employees who have received their notices of layoff will be placed on the statewide reemployment list for the class and option of the position involved in the layoff, in order of seniority. The agency and the employee shall provide the necessary information for reemployment on the form prescribed by the Division of Human Resource Management for the employee to be placed on the reemployment list
- 2. The names of permanent employees who have received their notices of layoff will also be placed on the statewide reemployment lists for other classes for which they qualify, in order of seniority but behind those identified in subsection 1, if those classes do not respectively exceed the level of the class from which the employee was laid off. It is the affected employee's responsibility to demonstrate his interest in, and qualifications for, the classes for which reemployment is sought within 30 days after the date set for his layoff.
- 3. Part-time employees are not entitled to be reemployed in full-time positions and full-time employees are not entitled to be reemployed in part-time positions.
- 4. Seniority must be projected and counted up to the established layoff date, or transfer date if the provisions of subsection 2 of NAC 284.390 apply. Seniority determines ranking on all reemployment lists. The amount of seniority will not be recalculated unless the holder is affected by a subsequent layoff.
- 5. Each person on the list retains eligibility for appointment therefrom for 1 year from the date he was laid off. Except as otherwise provided in this section, reemployment rights are exhausted when a person accepts or declines an offer of employment in the class or a comparable class with the same grade from the department and geographical location from which he was laid off. Any exception to this provision may be made only if approved by the Division of Human Resource Management. When a person accepts a position at a grade lower than that held at the time of layoff, his name will be removed from all reemployment lists that are equal to or below the grade accepted.
- 6. A permanent employee who has been laid off and is being reemployed in the department, class and option from which he was laid off must have his permanent status restored. A permanent employee who is reemployed in a different class or in a different department than from which laid off shall serve a new probationary period. If the employee does not complete the probationary period, his name must be restored to the appropriate reemployment list for any remaining part of the year following the date on which he was laid off. When the right to reemployment expires, the person affected retains his right to reinstatement or reappointment under NAC 284.386 or 282.404, respectively.

Note: You may waive an offer for any class you are on a reemployment "2" list for without losing your reemployment rights. However, you will exhaust your reemployment rights if you decline or accept an offer of employment in the class or comparable class with the same grade from the department and geographic location from which laid off, i.e., reemployment "1" list.