

## 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 #:	
Name: Last	First <span style="float: right;">MI</span>
Classification Title, and Option (if applicable)	Class Code # Grade/Step
<b>Seniority Credits:</b> _____ Yrs. _____ Mos. _____ Days	Does employee have reemployment rights? <input type="checkbox"/> YES <input type="checkbox"/> NO To: Full-Time <input type="checkbox"/> or Part-Time <input type="checkbox"/> Positions
Date of Notice: _____ <b>Layoff Date:</b> _____	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 agency and agree with the computations. I have received a copy of the current layoff regulation contained on back of this form.

I am willing to work in the following geographical area(s): \_\_\_\_\_

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). Exhausted rights by  accepting or  refusing the same or comparable class/option to department from which laid off.

Notice Rescinded (Date): \_\_\_\_\_

Comments:

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

Employee: \_\_\_\_\_ Employee ID#: \_\_\_\_\_  
 Department: \_\_\_\_\_ Division: \_\_\_\_\_  
 Date of Continuous Service: \_\_\_\_\_ Occupational Group of Layoff: \_\_\_\_\_

**List any event(s) affecting seniority credits**

<u>EVENT</u>	<u>YEAR</u>	<u>NUMBER OF MONTHS/DAYS</u>

**SENIORITY CALCULATIONS:**

	<u>FROM</u>	<u>TO</u>		<u>YEARS</u>	<u>MONTHS</u>	<u>DAYS</u>
(A) Continuous Service Date	_____	_____	If less than 1.0 FTE, see worksheet for deductions	_____	_____	_____
(-) Below Standard Evaluation(s) within last 3 years only and 75 days prior to layoff				_____	_____	_____
OR LWOP over 240 hours in calendar year within last 3 years only				_____	_____	_____
<b>TOTAL SENIORITY CREDIT</b>				_____	_____	_____

## CALCULATION WORKSHEET FOR EMPLOYEE SENIORITY CREDITS

Employee: _____	Employee ID#: _____
Geographical Location: _____	Department: _____ Division: _____
Date of Continuous Service: _____	Layoff Date: _____
Date Credits Projected Through: _____	Occupational Group of Layoff: _____

**DEDUCTIONS:** Do any circumstances apply to the employee that result in deductions or exclusions of time from the seniority calculations? Check all that apply. See reverse and Calculating Seniority Credits handout.

_____ Leave Without Pay	_____ Less Than Standard Evaluation(s)	_____ Less Than Full-Time Employment
_____ Laid Off and Re-Hired	_____ Military Service	_____ Unclassified Service      _____ Other

ANALYSIS:				Deductions	CALCULATION:		
A.	Continuous Service Date	From	To	(Days)	Gross	Net	
					Days	Days	
_____		_____	_____		_____	_____	_____
					<b>Total Seniority Credits:</b>		
					_____	_____	_____
					Days	Years	Months

Analyst's Initials _____	Date: _____	Calculator's Initials _____	Date: _____
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**WORKSHEET FOR DEDUCTIONS FROM SENIORITY CREDIT**  
 (See Calculating Seniority Credits Handout)

Leave Without Pay	Calendar Period MM/DD/YY			
Year	From	To	Working Days	Working Days In Excess of 30*
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

  

Less Than Standard Evaluation	Calendar Period MM/DD/YY		Calendar Days
Year	From	To	Deducted*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: This applies only to the 3-year period immediately preceding the layoff date and not within 75 days prior to layoff date.

Less Than Full Time Employment	Calendar Period MM/DD/YY		Calendar	% of	Calendar
Year	From	To	Days	Full Time	Days Deducted*
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

  

Other (Explain)	Calendar Period MM/DD/YY		Calendar Days
Year	From	To	Deducted*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\* 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.



## 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.**