2.2 Temporary layoff: An employer-initiated action taken in accordance with WAC 357-46-010 that lasts for a limited time and after which the employee returns to his/her former status.

2.3 Voluntary layoff: Acting on one's own initiative to request and implement an action taken in accordance with WAC 357-46-010.

2.4 Permanent status: A state funded position carrying due process rights or a non-state funded position carrying due process rights within the period of funding.

2.5 Skills and abilities: The competencies and other position requirements identified in position descriptions. Position requirements may also include:
- 2.5.1 Bona fide occupational qualifications,
- 2.5.2 License or certification requirements, and
- 2.5.3 Competencies or other requirements mentioned in recruitment announcement.

2.6 Comparability: Comparable positions in the layoff unit for permanent positions may include the following requirements:
- 2.6.1 Geographic location
- 2.6.2 Number of hours per week
- 2.6.3 Assigned shift/schedule
- 2.6.4 Related knowledge, skills, abilities and other personal characteristics (traits, motives and attributes).

2.7 Layoff unit: The organizational unit within each institution within which layoff options are determined in accordance with this procedure.

2.8 Seniority List: Internal layoff list maintained and administered by the Human Resources Office in accordance with WAC 357-46-070 and this procedure. Certification from this list is specified in the procedure.

2.9 Seniority: The employee's length of unbroken classified service. All time spent in leave without pay status will be deducted from the calculation of seniority, except when the leave without pay is taken for:
- 2.9.1 Military leave,
- 2.9.2 Compensable work-related injury or illness leave,
- 2.9.3 Governmental service leave,
- 2.9.4 Reducing the effects of layoff, and/or
- 2.9.5 Cyclic employment leave.
- 2.9.6 Veteran's preference will be granted by adding seniority in accordance with the WAC 357-46-060.

2.10 Employment Retention Rating: An employee's individual rating as determined on the basis of seniority and as listed on the seniority list maintained by the Human Resources Office.

3.0 Alternatives to Layoff

3.1 In order to avoid or minimize the impacts of layoff, before initiating layoff, CBC will attempt to first mitigate the need for layoff through alternative actions whenever practical, and when actions can be taken without undue disruption to operations.

3.2 Voluntary layoff: An employee may request a voluntary layoff, take an unpaid leave of absence or reduce his or her hours of work in order to reduce the impact of layoffs.

3.3 Temporary layoff: CBC may temporarily lay off an employee for up to ninety (90) calendar days due to an unanticipated loss of funding, revenue shortfall, lack of work, shortage of material or

equipment, or other unexpected or unusual reasons. Employees will normally receive notice of seven (7) calendar days of a temporary layoff. An employee who is temporarily laid off will not be entitled to:

3.3.1 Be paid any leave balance,
3.3.2 bump to any other position, or
3.3.3 be placed on a layoff register.

3.4 Time spent on a temporary layoff or when an employee's work hours are reduced will not be deducted from the calculation of seniority.

4.0 Layoff Units

CBC has been divided into the following layoff units for purpose of this procedure:

4.1 Columbia Basin College
- 4.1.1 Project Employment
- 4.1.2 All other classified

5.0 Employee Retention Rating

5.1 Employees will be laid off in accordance with employee retention rating. CBC will determine if the employee possesses the required competencies or skills and abilities for the position and the comparability of the position. CBC may require updated information from the employee regarding his or her current competencies or skills and abilities.

5.1.1 If two (2) or more employees have the same employee retention rating, ties will be broken in the following order:
- 5.1.1.1 longest continuous time within their current job classification;
- 5.1.1.2 longest continuous time with the College; and
- 5.1.1.3 by lot.

6.0 Layoff Notice

6.1 When a position is subject to layoff, the appointing authority shall give permanent employees at least fifteen (15) calendar days' written notice, unless the employee agrees to waive the fifteen (15) day notice period. The layoff notice will state the basis of the layoff and include the layoff option, if any, available to the employee. The layoff notice will also provide any opportunities to avoid or minimize the layoff as noted in the preceding paragraphs.

6.2 If the employee accepts a layoff option, the employee will also be notified of any requirement to serve a transition review period in accordance with CBC's Probationary and Trial Service Period Procedure. The layoff notice will also advise the employee of any entitlement to request placement on internal and statewide layoff lists. Further, the layoff notice will advise the employee the date by when the employee must select a layoff option and it will advise the employee of any appeal rights.

6.3 If the layoff notice is personally delivered, the date of delivery will constitute the first day of notice. If the layoff notification is mailed to the employee, the notice must be sent via U.S. Mail and the mailing date will constitute the first day of notice. The Vice President of Human Resources and Legal Affairs will record the date of mailing or the date the notice was personally delivered to the employee.

6.4 The employee shall advise the appointing authority in writing within five working days of the date of such notice whether the employee accepts or rejects the option. If the employee fails to respond to the appointing authority within the prescribed time limits, such failure shall automatically be regarded as a rejection of the option.

6.5 When there are no layoff options or when an option is rejected, permanent employees may be separated after 15-calendar days' notice in writing from the appointing authority. Probationary employees must be given at least one-day notice of a layoff.

7.0 Options Within The Layoff Unit

7.1 The College will offer options to permanent, non-represented classified employees in the following sequence:

7.1.1 Within the layoff unit, a permanent employee scheduled for layoff must be offered the option to take a position, if available, that meets the following criteria:

7.1.1.1 The position is allocated to the class in which the employee holds permanent status at the time of the layoff.

7.1.1.1.1 If no option to a position in the current class is available, the employee's option is to a position in a class in which the employee has held permanent status that is at the same salary range.

7.1.1.1.2 If the employee has no option to take a position at the same salary range, the employee must be given an opportunity to take a position in a lower class within an occupational category/class series in which the employee has held permanent status, in descending salary order. The employee does not have to have held permanent status in the lower class, just within the occupation category/class series, in order to be offered the option to take a position in the class.

7.1.1.2 The position is comparable to the employee's current position as defined by the employer's layoff procedure.

7.1.1.3 The employee satisfies the competencies or skills and abilities and other position requirements.

7.1.1.4 The position is funded and vacant, or if no vacant funded position is available, the position is occupied by the employee with the lowest employment retention rating.

7.1.2 If a permanent employee has no option available under subsection (1) of this section, the employee in lieu of separation will be offered an available funded position within the layoff unit that meets the following criteria:

7.1.2.1 The position is at the same or lower salary range maximum as the position the employee is being laid off from;

7.1.2.2 The position is vacant and less than comparable or held by a probationary employee or an employee in a nonpermanent appointment as defined in WAC 357-01-210; and

7.1.2.3 The position is one for which the employee meets the competencies or skills and abilities and other position requirements.

7.1.2.4 If more than one qualifying position is available, the position with the highest salary range maximum is the one that must be offered.

7.2 If no options are available above, employees will be provided one (1) option within the College to:

7.2.1 A funded filled position held by the least senior employee for which the employee has the competencies or skills and abilities, within his or her current job classification.

7.2.2 A funded filled position held by the least senior employee for which the employee has the competencies or skills and abilities, at the same or lower salary range as his or her current permanent position, within a job classification in which the employee has held permanent status.

7.3 Appeal: If the employee believes that this procedure has not been administrated appropriately in his/her situation, he/she may appeal that concern to the Vice President of Human Resources and Legal Affairs. The employee also has the right to appeal a layoff to the Department of Personnel per Chapter 357-52 WAC.