

# Voluntary Layoff

## Frequently Asked Questions

**Q1. *If I am not in one of the classifications impacted by layoff, but would like to take a voluntary layoff can I do so?***

A1. No, voluntary layoff options are linked to classifications impacted by layoff.

**Q2. *If I accept voluntary layoff, how will this affect my employment status?***

A2. You will be placed on a recall list for the classification you currently hold and for equal or lower classifications you previously held. You will be recalled to vacancies Countywide according to the Local 88 Contract.

**Q3. *If I accept voluntary layoff, will I be eligible to receive unemployment?***

A3. We will notify the unemployment office that you have been laid off. You should be eligible for benefits, but that decision is made by the State of Oregon's Employment Department. If you are later offered work by the County and refuse the work, you may become ineligible for benefits.

**Q4. *If I volunteer for layoff, will this automatically be granted?***

A4. No. After reviewing the list of vacancies available, the list of employees being affected by layoff, and the list of employees who volunteer for layoff, management will determine which (if any) voluntary layoffs will be accepted. Voluntary layoff will be done in seniority order. Employees with more seniority in affected classifications who elect to take voluntary layoff will be considered first. A determination would also need to be made that an employee who would otherwise be laid off is qualified to perform the duties of your position.

**Q5. *What's the difference between a voluntary layoff and a non-voluntary layoff?***

A5. For the purposes of seniority calculation, rights to recall lists and notification to the unemployment office of your layoff, there are no differences.

**Q6. *How is seniority affected?***

A6. The impact to both your class and countywide seniority is the same as involuntary layoff. If laid off and subsequently recalled, your seniority

will be adjusted for any time spent in unpaid status in excess of 30 days.

**Q7. *If I send in my request to take voluntary layoff can I rescind it later?***

A7. No. Once you have elected to take voluntary layoff if your position is needed to prevent someone else from being laid off management has the right to place someone in that position.

**Q8. *If I take a voluntary layoff and am called back off the recall list after one month to take a position that I do not want, do I have to take it?***

A8. When you are laid off you will be placed on all recall lists for your current classification and all equal and lower classifications previously held. At any time you are recalled to any position for which you have recall rights and you decline the position you will be removed from the recall list and we will notify the unemployment office of your declination. This could terminate your unemployment benefits.

**Q9. *If I receive a layoff letter that says I have a bump option, can I then decide to voluntarily layoff?***

A9. If you elect to take voluntary layoff in order to avoid bumping another employee, and this will result in another employee not being laid off, you may be allowed to take voluntary layoff. However, if there is a vacancy for which you have rights and can be placed you will not be allowed to take voluntary layoff.

**Q10. *How is PERS affected?***

A10. For specific questions about PERS and impacts due to layoff or break in service, contact PERS Customer Service line at (888) 320-7377 or (503) 598-7377.