

Memo

To: Jim Ferree, City Manager
From: Kathy Larson, City Clerk
Date: March 18, 2016
Re: Proposed wording for Reduction-In-Force policy change

Following is the proposed change in wording to the city of Craig's personnel policies Section 18.2 regarding layoffs:

"The City in its sole discretion, based upon what it deems are relevant factors, may lay-off employees and shall to the extent practicable provide advance notice of such action. Relevant factors include, but are not limited to, the City's staffing requirements, a change in duties or departmental organization, budgetary issues, elimination or modification of positions or programs, and consideration of employee skills, knowledge, performance and experience in light of the City's needs. Experience and seniority alone shall not be determinative, and the City shall retain those employees who, in its sole discretion, are the best qualified to perform the duties it requires."

Please let me know if there are changes you would like to make.

Approved J. F. 3/18/16