

FREQUENTLY ASKED QUESTIONS

Reduction in Force/Civil Service Rule 511

Who in my classification will be laid off first?

- The order of lay-offs is *generally* determined by your total seniority in classification within your department.

I am being laid off; may I bump to a different department?

- Bumping rights are available **only within your department.**

Is bumping down in classification my only option?

- You may ***laterally bump*** into a classification of equal compensation if you have previously held the classification and have more total seniority in class than the employee currently occupying the lateral position.

Can an employee in a higher classification bump me even if I have more seniority?

- An employee may demote into a lower classification even if he/she has less seniority than the employee occupying the lower position. However, an employee ***demoting into the lowest classification in the department*** must have more total City seniority as a regular employee to displace an employee occupying a position in the lowest class.

May I bump into a classification even if I have not held that job before?

- You may only demote or laterally bump into a ***classification you have previously held.***

Does my work performance have anything to do with the order of lay-offs?

- Work performance only impacts the order of lay-offs when two or more employees have the same seniority date.
- If employees with the same seniority date are comparable in performance, the time/date the application for the position was filed with Civil Service is used to break the tie.

I was offered an option to bump; how long do I have to decide if I want to accept it?

- You must accept your bumping option no later than the end of the next working day, that the Civil Service office is open, after you receive written notice of lay-off.

What happens if a position becomes available in my classification after I am laid-off?

- An employee laid-off, transferred to an equivalent classification, or demoted to a lower classification has re-employment rights for two years, as provided in Civil Service Rules 511 and 401.1.