SECTION III – SPECIFIC EMPLOYEE POLICIES

CATEGORY: Behaviour Management	**NUMBER: 3.38**
SUBJECT: Lay-off	**PAGE: 93**
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PURPOSE
To outline the conditions under which a lay-off takes place and the procedures to be followed.

POLICY
WSNCC will lay-off employees from time to time as a result of, but not limited to circumstances such as cutbacks in funding, changes in organizational structure and/or participant needs and shift in community demographics.

PROCEDURES
When facing lay-offs, the Executive Director and Board may consider:

- Voluntary reductions in staff size
- Early retirements
- Leaves or absences
- Reduction in hours
- Attrition
- Transfer of employees to other positions
- Temporary lay-off

If WSNCC cuts back or stops an employee's work without ending his or her employment, the employee will be on temporary lay-off. Temporary layoff will not last more than 13 weeks in any period of 20 consecutive weeks.

Employees will not be provided with written notice.

In the process of determining who will be laid off, primary consideration will be given to years of service, qualifications and overall impact on the quality and effectiveness of the organization.