

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

DATE ADOPTED: 02/28/2024	MANUAL	POLICY NO. 2011
APPROVED BY: Board of Directors	POLICY TITLE Reduction In Workforce/Reorganization	Page 1

I. PURPOSE OF POLICY

This policy aims to ensure fair and transparent processes while minimizing employee impact and maintaining the District's overall efficiency.

- 1.1 It is possible, in the event of lack of funds, lack of work, enhanced efficiency, or curtailment of operations, that the Union Public Utility District may reduce its workforce or otherwise reorganize. If necessary, the General Manager will determine the classifications and number of employees to be reduced.
- 1.2 All regular employees designated for lay off will generally be given written notice at least thirty (30) calendar days prior to the effective date of the lay-off, if possible.
- 1.3 A reduction in force is not disciplinary in nature. Accordingly, a lay-off decision does not permit the affected employee either a right to respond or a right to appeal.