

**9.04** Employees shall be assigned a regular schedule with consecutive days off each week. Seniority shall be considered in designating employee days off. The City reserves the right to change work schedules for operational reasons, but shall not arbitrarily and capriciously change schedules.

## **ARTICLE X LAY-OFF AND RECALL**

**10.01** Where, because of lack of work or lack of funds, the Employer determines it necessary to reduce the size of its workforce, such reduction shall be made in accordance with the provisions hereinafter set forth.

**10.02** Employees within effected jobs titles shall be laid off according to their relative seniority (within the Dispatch unit) with the least senior being laid off first.

**10.03** Employees who are laid off from a full-time dispatch position may displace (bump) any part-time dispatcher. Any laid-off dispatcher shall be given first consideration for hiring into any newly created matron or clerk position within the Police Department.

**10.04** Recalls shall be in the inverse order of lay-off and a laid off employee shall retain his right to recall for thirty-six (36) months from the date of his lay-off.

**10.05** Notice of recall shall be sent to the employee's address listed on the Employer's records and shall be sent by certified mail. An employee who refuses recall or does not report to work within fifteen (15) working days from the date the Employer mails the recall notice, shall be considered to have resigned his position and forfeits all rights to employment with the Employer.

**10.06** Employee(s) scheduled for lay-off shall be given a minimum of fifteen (15) calendar days advance notice of lay-off.

**10.07** Employee(s) who are displaced (bumped) by a more senior employee shall be able to displace (bump) another employee with lesser seniority in a lower rated job title pursuant to the provisions of paragraph 10.03, above.

**10.08** In all cases where an employee is exercising his seniority to displace (bump) another employee, his right to displace (bump) into another job title is subject to the conditions that he is qualified for the position and able to perform the functions and duties of the position to which he is attempting to displace (bump) into.

**10.09** At the end of the displacing (bumping) process, the employee who is displaced (bumped) and unable to displace another employee pursuant to the above provisions shall be laid off.

**10.10** Employee(s) who are laid off shall have the option of displacing (bumping) another employee pursuant to the above provision, or being directly laid off by the Employer.