



**Personnel Policies and Procedures**

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**SECTION 500**

**INSURANCE AND RETIREMENT**

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## SECTION 500. INSURANCE AND RETIREMENT

507. Benefit Provisions Upon Layoff

- .1 Employees placed in a lower position as a result of a layoff shall have their salary reduced according to Section 200, "Pay Rate in Demotion", provisions. In determining the new rate of pay in the lower position, the rate of pay of the prior incumbent and the department's funding availability shall be considered.
- .2 Laid off employees shall be paid for any accrued Vacation Leave at the time of the layoff. In addition, laid off, non-probationary employees with less than six (6) years of service shall receive eighty (80) hours of severance pay. Laid off employees with at least six (6) years of service shall receive fifteen (15) hours of severance pay for each year of completed service not to exceed one hundred and eighty (180) total hours of severance pay. Laid off employees electing recall shall be eligible to preserve all sick leave and seniority credits for one year and have such benefits reinstated if recalled during the one-year recall period. All severance pay shall be provided on a lump sum basis, less applicable withholding. Laid off employees shall not accrue any additional benefits during layoff.
- .3 Laid off employees with at least ten (10) years of service at the time of the layoff shall be eligible to elect to receive payment for sick leave accruals per the policy provisions of Section 300 regarding sick leave payment upon normal retirement. This option to be paid Sick Leave shall be available regardless of the laid off employee's status for actual retirement eligibility and shall be limited to a maximum sick leave exchange providing an additional four weeks of (severance) payment. Laid off employees accepting the sick leave pay shall not be eligible for reinstatement of such sick leave benefits exchanged for payment if recalled or rehired. An employee who does not elect to receive sick leave pay at the time he or she is laid off waives any further opportunity to receive sick leave pay.

- .4 Laid off employees shall be covered by medical insurance according to normal benefit coverage practices for terminating employees per Section 500.
- .5 Laid off employees who do not elect recall shall be eligible for a MERP refund of contributions at the time of layoff. Laid off employees electing recall shall be eligible for a MERP refund of contributions at the conclusion of the one (1) year recall period if he or she is not rehired.
- .6 Employees transitioning to a job with a City-funded agency, a public trust of which the City of Tulsa is the sole beneficiary, or an entity that is a participant in MERP or City of Tulsa benefits programs will not be eligible for severance benefits.