

**CITY COUNCIL  
COMMUNICATION:**

**03-607**

**AGENDA:**

DECEMBER 22, 2003

**SUBJECT:**

REDUCTION OF  
EMPLOYEES AS  
PART OF THE  
COMMUNITY  
DEVELOPMENT  
DEPARTMENT  
APPROVED  
CONSOLIDATION  
PLAN FOR SITE  
OFFICES

**TYPE:**

**RESOLUTION**  
ORDINANCE  
RECEIVE/FILE

**SUBMITTED BY:**

TOM G. TURNER  
HUMAN RESOURCES  
DIRECTOR

**ITEM \_\_\_\_\_**

**OFFICE OF THE CITY MANAGER  
CITY OF DES MOINES, IOWA**

**SYNOPSIS —**

Approval of the layoff of two full-time employees and seven part-time positions, one of which is occupied by a current employee, as part of the Community Development Department consolidation plan for site offices, and authorize the City Manager to take the necessary action and notifications to effectuate the required elimination of staff.

**FISCAL IMPACT —**

None.

**RECOMMENDATION —**

**Approval.**

**BACKGROUND —**

On November 17, 2003, the City Council approved a consolidation plan for the Community Development Department's site offices as outlined in Council Communication No. 03-532. The reduction in the number of site offices reduces the required number of employees to provide the continued services. Intermediate Clerk Typists Juliann Jones and Sherry Lydic are Civil Service employees occupying these two full-time Civil Service positions. Accordingly, Iowa Code Chapter 400.28 requires the City Council to authorize the diminishment in number of Civil Service employees. These employees will be issued proper notice of layoff and will be afforded an opportunity to exercise their seniority over other employees in the same classification. This eventually will result in two employees leaving the employment of the City.

Although City Council approval is not required by Iowa Code Chapter 400 for non-Civil Service employees, the Community Development consolidation plan will also eliminate seven part-time positions. All but one of those positions is vacant. The remaining employee will be laid off if no other part-time positions are available. Part-time employees have no seniority "bumping" rights.

