

Metro Public Health Department
Proposed Employee Layoffs Effective March 16, 2012

In compliance with Section 2.8 of the Civil Service Rules and Regulations of the Metro Public Health Department and the related Layoff Policy #2.8 I, the following list of current Civil Service employees is hereby presented to the Board of Health for approval to proceed with the layoff process. These layoff actions are necessary for the Health Department to operate within the available budget funding projected for FY-12.

CIVIL SERVICE EMPLOYEES

<u>Name</u>	<u>Classification</u>	<u>Length of Service</u>	<u>Bureau</u>	<u>Program</u>
Smith, Michael	Med. Adm. Asst. 1	16 Months	Population Health	Ryan White Grant
Dills, James	Med. Adm. Asst. 1	18 Months	Population Health	CPPW
Ajmal, Sarwat	Med. Adm. Asst. 1	18 Months	Population Health	CPPW
Jackson, Annette	Med. Adm. Asst. 1	18 Months	Population Health	CPPW

SALARY POLICY FOR EMPLOYEES REASSIGNED DUE TO BUDGET CUTS

Employees assigned to a position with a lower salary grade as a result of budget reductions will retain their previous salary level if the salary level is within the salary range of the new position. If the salary of the employee is above the salary range of the assigned position the employee will be "red-lined" and placed at a salary equal to the lesser of the employees previous salary or 10% above the maximum salary for the new classification.

APPROVED:



William N. Hance, Chairman - Metro Board of Health

Date: 1/24/2012