

Kansas Administrative Regulations

Department of Administration

Article 14.—Layoff Procedures and Alternatives to Layoff

1-14-9. Layoff notice to employee.

(a) Any appointing authority proposing a layoff shall give written notice of the proposed layoff to:

- (1) Each employee in a position identified for layoff or who may be affected by layoff;
- (2) each employee that may be laid off through the exercise of layoff bumping rights;
- and
- (3) the director of personnel services.

(b) The notice required under subsection (a) shall be given at least 30 calendar days before the effective date of the proposed layoff.

(c) Written notice of layoff shall be deemed to have been properly given if, at least 30 days prior to the date of layoff:

(1) the notice is personally delivered to the employee by two or more persons or if it is personally delivered to the employee by one person and a written acknowledgement of receipt is obtained from the employee; or

(2) the notice is sent by certified mail, restricted delivery, to the residential address of the employee as shown on the agency's records.

(Authorized by K.S.A. 1983 Supp. 75-3747; implementing K.S.A. 1983 Supp. 75-2948; effective May 1, 1984.)

***** Authenticated Kansas Administrative Regulation *****