

## Phase II: Department Restriction of Appointment (DROA) Placement Process, Continued

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### Timeline

This chart provides the approximate timeline for the layoff process. Placement employees should be made aware of this timeline when vacancies are offered to them:

Date	Step
1/28/04	Seniority Information Memo sent to employees impacted by layoff.
2/13/04	Layoff notices sent to employees impacted by layoff. Bumping begins for those employees impacted by layoff who have enough seniority to “stick” in their personal or primary demotional path. The 120 day notice begins for any employee bumped who is not currently surplus.
3/15/04	Effective date of layoff.

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### Resources

Please contact the Layoff Team.

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