

Project Save

Frequently Asked Questions

What is Project Save?

- Project Save is a program that allows the County to place employees into vacancies within classifications that employees have not previously held and have no seniority based bump right to, but are qualified to perform.

Who is eligible to participate?

- Any employee who is going to be laid off or involuntarily demoted due to budget cuts is eligible to participate in Project Save.

How do employees participate?

- To participate in Project Save, employees should send their resume to their Department HR Staff. The Department HR Staff will then send the resumes out to the County's recruiters requesting consideration for vacancies.
- Employees should also watch the County's job listings page and notify their Department HR Staff about vacancies that they are interested in.

When can employees participate in Project Save?

- As soon as employees are notified that their position will be affected by layoff, they can participate in Project Save. Employees do not have to wait until an official layoff letter has been sent before participating. The sooner Human Resources has an employee's resume the sooner it can be provided to hiring managers for consideration.
- Employees may only participate in the program up to the effective date of their layoff. Project Save is no longer an option once a layoff action has occurred.

What positions are employees eligible for under Project Save?

- Under Project Save, employees may be placed into vacant positions that are equivalent to, or lower than, their current classification and that they meet the minimum qualifications for.
- Project Save can not be used to place an employee in a higher classification than the one that they are being laid off from – unless they are being reinstated to a classification that they previously held.
- Employees must meet the minimum qualifications and any Knowledge, Skills and Abilities (KSA) requirements of a position they are Project Saved into.

How will employees' qualifications for positions be determined?

- The Department HR Staff that has the vacancy that an employee is being considered for will review the employee's qualifications to determine if s/he meets the minimum qualifications as stated in the classification specifications, as well as any approved KSA requirements for the position, prior to allowing an interview with the hiring manager.

Is the County required to offer employees a position under Project Save?

- No, placement under Project Save is subject to management discretion.

Does an employee have to accept a position offered through Project Save?

- No, employees do not waive the rights available to them under the layoff process if they refuse a Project Save position.

How does Project Save affect an employee's right to be placed on a recall list?

- If employees are placed in positions under Project Save, they have not been laid off and do not have recall rights to their current and previously held classifications.
- Employees can be placed on a reinstatement list for twelve (12) months, and hiring managers can use that list when filling future vacancies.
- Employees are not required to accept a position under Project Save, so refusing a position does not affect their right to be placed on a recall list.

If an employee accepts a position under Project Save will s/he be required to serve a trial service period?

- Any employee who is placed in a classification not previously held under Project Save shall be subject to a trial service period of ninety (90) days to demonstrate his or her ability.
- Trial service periods under Project Save are not as long as the standard one hundred and twenty (120) day trial service period for reassignments that are not part of the layoff process. The reduced trial service period for Project Save appointments is in recognition that employees that are laid off or demoted face difficult circumstances in being placed in alternative employment in the County.

What happens to an employee that does not pass a trial service period under Project Save?

- An employee that fails to demonstrate the qualifications or meet performance expectations during the ninety (90) day trial service period can be removed from their new classification, and s/he will be placed on the appropriate recall lists for classifications previously held.

What happens to an employee's seniority under Project Save?

- If an employee is placed in a position through Project Save, s/he will maintain their current Countywide Seniority date as well as any Job Classification Seniority accrued in the classifications they previously held. Employees will start accruing Job Classification Seniority in their new classification upon transfer and will retain the seniority once their trial service is completed.