

Kern County Administrative Office

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ADMINISTRATIVE BULLETIN NO. 37

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SUBJECT: PROVISIONS FOR INVOLUNTARILY ACTIVATED MILITARY PERSONNEL--LAYOFF

It is the policy of the Board of Supervisors to preserve the employment of qualified permanent employees who are on involuntary active military duty. Civil Service Rules 1300 and 1400 exempt such employees from being laid-off while on active duty. If this exemption would cause the layoff of a more senior employee, the following procedures apply.

- The department notifies the County Administrative Office of the proposed action. The County Administrative Office will seek Board approval to add a duplicate position to budget unit #1040, and will, upon Board approval, process the necessary paperwork (Change of Employee Status) to transfer the activated employee to the position.
- The department may backfill the now vacant position.
- Upon return from activation, the employee will be transferred to the originating department. The County Administrative Office will process the necessary paperwork to effect the transfer.
- This policy will only be applied for the period of time not to exceed the initial involuntary activation period, and does not include routine periodic training required for reservists.