

CONTRA COSTA COUNTY

Tactical Employment Team (TET)

Frequently Asked Questions

1. What is the Tactical Employment Team (TET)?

- ◆ *TET is a service provided to mitigate the negative impact to those employees who have been affected by layoff.*
- ◆ *Special employment lists are established for candidates who apply through the TET process.*

PMR 618. SPECIAL EMPLOYMENT LISTS. The County will establish an Employment Pool which will include the names of all laid-off County employees. Special employment lists for job classes may be established from the pool. Persons placed on a special employment list must meet the minimum qualifications for the class. An appointment from such a list will not affect the individual's status on a layoff list(s).

(Added 08/16/94)

2. How is my name placed on the TET eligible list?

- ◆ *The candidate must be on a current layoff list, must complete a TET application, and submit it to Human Resources.*
- ◆ *Vacancies will be listed on the County website: <http://www.cccounty.us/tet>*

PMR 614. ELIGIBILITY FOR LAYOFF LIST. Whenever any person who has permanent status is laid off, has been displaced, has been demoted by displacement or has voluntarily demoted in lieu of layoff or displacement, or has transferred in lieu of layoff or displacement, the person's name shall be placed on the layoff list for the class of positions from which that person has been removed.

(Amended 10/27/82)

3. Do I submit applications for each available vacancy?

- ◆ *No*
- ◆ *Candidates who meet the minimum qualifications must submit an email to exam@hrd.cccounty.us within 3 days of the position posting.*
- ◆ *After Human Resources has reviewed the application, an applicant will have 24 hours to submit additional clarification information, if needed.*

4. Will I have to take a test for vacancies listed on the TET eligible list?

- ◆ *Generally, there is no testing required for placement on the TET list.*
- ◆ *Exceptions: Any classification that will require particular testing to meet State and/or Federal mandates.*

5. How are names referred from the TET list?

- ◆ *Department submits a request and names will be sent by seniority for interview.*

PMR 707. CERTIFICATION OF PERSONS FROM LAYOFF LISTS. Layoff lists contain the names(s) of person(s) laid off, displaced or demoted by displacement or voluntarily demoted in lieu of layoff or displacement, or transferred in lieu of layoff or displacement. When a request for personnel is received from the appointing authority of a department from which an eligible(s) was laid off, the appointing authority shall receive and appoint the eligible highest on the layoff list from the department. When a request for personnel is received from a department from which an eligible(s) was not laid off, the appointing authority shall receive and appoint the eligible highest on the layoff list who shall be subject to a probationary period. A person employed from a layoff list shall be appointed at the same step of the salary range the employee held on the day of layoff. (Amended 10/27/82; Amended 12/02/97, Res. No. 97/651)

6. What is the advantage of applying through TET services?

- ◆ *TET eligible lists are utilized to expedite the hiring process and guarantees an interview.*

7. How long will my name be on the TET eligible list?

- ◆ *Your name will remain on the TET list for up to 4 years.*

8. Can I apply through the standard recruitment process while I am on an eligible TET list?

- ◆ *Yes.*
- ◆ *If you are a laid off employee and decided to compete for a regular merit position outside the layoff or TET process, you will be considered a new employee.*

9. Is there any advantage of going through the standard recruitment process?

- ◆ *It is to the individual's advantage to seek county opportunities through all avenues available.*

10. Probationary Period –

PMR 911. PROBATION PERIOD FOR LAID OFF EMPLOYEES. An employee appointed to a permanent position from a layoff or reemployment list is subject to a probation period if the position is in a department other than the department from which the employee separated, displaced or voluntarily demoted in lieu of layoff. An appointment from a layoff or reemployment list is not subject to a probation period if the position is in the department from which the employee separated, displaced or voluntarily demoted in lieu of layoff.

- ◆ *If you are hired from a TET list, into a department other than the department you were laid off from, you will serve a probationary period. However, if you fail during your probationary period you may return for assistance through TET.*

11. When I am rehired, do I serve another probation?

- ◆ *Yes, if you are hired back into a different class or Agency than that from which you were laid off.*

12. Am I eligible for unemployment benefits?

- ◆ *Yes.*
- ◆ *Laid off employees are eligible for unemployment benefits*

13. What accruals are paid off when I am laid off?

- ◆ *Your vacation, personal holiday, and comp time are paid. Sick leave hours are not paid.*
- ◆ *However, if hired through the TET process, unused sick leave hours are restored.*

14. What will happen to my health plan benefits?

- ◆ *You will be eligible for COBRA coverage. Contact the Benefits Division for additional information.*

15. When I return from layoff, will I get to count my time before layoff?

- ◆ *This is a seniority question, please refer to PMR 1205*
- ◆ *Questions regarding seniority will be reviewed on a case by case basis.*

PMR 1205. SENIORITY. An employee's seniority within a class for layoff and displacement purposes shall be determined by adding the employee's length of service in the particular class in question to the employee's length of service in other classes at the same or higher salary levels as determined by the salary schedule in effect at the time of layoff. Employees reallocated or transferred without examination from one class to another class having a salary within five (5) percent of the former class, as provided in Section 305.2, shall carry the seniority accrued in the former class into the new class. Employees reallocated to a new deep class upon its initiation or otherwise reallocated to a deep class because the duties of the position occupied are appropriately described in the deep class shall carry into the deep class the seniority accrued or carried forward in the former class and seniority accrued in other classes which have been included in the deep class. Service for layoff and displacement purposes includes only the employee's last continuous permanent County employment. Periods of separation may not be bridged to extend such service unless the separation is a result of layoff in which case bridging will be authorized if the employee is reemployed in a permanent position within the period of the employee's layoff eligibility. Approved leaves of absence as provided for in these rules and regulations shall not constitute a period of separation. In the event of ties in seniority rights in the particular class in question, such ties shall be broken by length of last continuous permanent County employment. If there remain ties in seniority rights, such ties shall be broken by counting total time in the department in permanent employment. Any remaining ties shall be broken by random selection among the employees involved.(Amended 09/25/84)

For other questions, regarding TET Lists contact:

Human Resources Department
(925) 335-1701