



City of Portland Core Values:

Anti-racism | Equity | Transparency | Communication | Collaboration | Fiscal Responsibility

7.04 Priority Reemployment

Purpose

The City Priority Reemployment Program (“Program”), is designed to place eligible and impacted employees into vacant positions in lieu of a layoff, if possible. Eligibility does not guarantee reemployment, however it is the City’s intent to provide support through this program as employees are eligible and resources are available.

Eligibility and Definitions

Reemployment: The placement of an impacted employee affected by budget reductions to any classification where the employee meets the required skills.

Priority Consideration: The guaranteed opportunity to interview for any position for which the impacted employee possesses the required skills.

Impacted Employee: Employees whose positions are affected and are subject to layoff due to, but not limited to, elimination of a position, reclassification, change or reduction in work, and/or lack of funds. Refer to related Administrative Rule for more details.

Eligible Impacted Employees: Non-represented employees whose position is being affected; and Represented employees who are not eligible for bumping as defined in their applicable labor agreement(s), due to low seniority. Non-represented employees who participate and obtain a permanent position will not be eligible for Recall to their former position. Represented employees will remain on the Recall List for the classification from which they were laid off.

Procedures

Impacted employees may actively request to participate in the Program by submitting a resumé through NEOGov.

Bureau of Human Resources Responsibility:

The Bureau of Human Resources is responsible for all Program coordination. Participant's name and resumé will be provided to the hiring manager for consideration when filling vacancies.

The Human Resources Director shall have discretion to:

- a hiring freeze on the impacted classification until impacted employees have been considered;
- exceptions to an existing hiring process, for internal hiring of impacted employees; and,
- waivers for a competitive process for participation in a training plan. Refer to related Administrative Rule.

Hiring Authority Responsibility:

Hiring authorities are expected to be full participants in the reemployment process, must interview all qualified impacted employees, and give them priority consideration when filling vacancies. Hiring authorities retain their discretion to extend a job offer to the most qualified candidate, even if that person is not in the Program. Justification for hiring decisions including if a Program participant was not selected and/or reasoning to support the alternate candidate must be provided by the hiring authority to Human Resources Business Partners, if requested.

Resources

- Related Human Resources Administrative Rules: [7.06 Layoff and Recall](#), [9.03 Training Plans](#)
- Layoff Resources

Administrative Rule Record

Adopted March 6, eff. April 5, 2002, Ordinance No. 176302
Revised: October 15, 2002
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