



MISSOURI DEPARTMENT OF MENTAL HEALTH



DEPARTMENT
OPERATING
REGULATION
NUMBER

DOR
6.120

KEITH SCHAFER, DEPARTMENT DIRECTOR

CHAPTER Human Resources	SUBCHAPTER Personnel Administration	EFFECTIVE DATE June 17, 2014	NUMBER OF PAGES 3	PAGE NUMBER 1 of 3
SUBJECT Layoffs		AUTHORITY Chapter 36 RSMo 1 CSR 20-3.070	HISTORY Reinstated, Eff. 7-16-01	
PERSON RESPONSIBLE Deputy Director, Office of Human Resources			SUNSET DATE July 1, 2017	

PURPOSE: Prescribes department procedures for layoffs

APPLICATION: Applies to the entire department.

(1) The Division of Personnel recognizes four divisions of service in the Department of Mental Health: Comprehensive Psychiatric Services (CPS Division); Developmental Disabilities (DD Division); Alcohol and Drug Abuse (ADA Division); and the Office of Director.

(2) When a facility proposes to conduct a layoff, the facility shall obtain authorization from the director of the division in which it is located. The division will then notify the Office of Human Resources who will propose the layoff to the Office of Administration, Division of Personnel. For these purposes, the Office of Human Resources refers to that human resources function located in the department's central office as part of the Department Director's office.

(3) Layoffs will be conducted by classification, geographic area defined as a facility, and division of service, with the exception that layoffs in the Office of Director, ADA Administration, CPS Administration and DD Administration will be conducted by classification and geographic area defined as county. In lieu of layoff, affected employees will be offered, if available:

(A) Demotions within the facility or geographic area to positions in a lower class in which the employee previously held regular status or to a position in a lower class in the same occupational job series. The granting of this option is determined by the service credit of the affected employees;

(B) Transfer within the facility or geographic area to positions of the same class held by regular employees and reinstatement and re-employment probationary employees with less service credit;

(C) Transfer to positions of the same class in the same division of service held by probationary, emergency, provisional, or limited temporary employees;

(D) Transfer to existing vacant positions of the same class in the same division of service which are intended to be filled.

(4) The department facilities are:

- DMH-Office of the Director
- ADA Division-Administration
- CPS Division-Administration
- DD Division Administration



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- Southeast Missouri Mental Health Center Missouri**
- Fulton State Hospital**
- Southwest Missouri Psychiatric Rehabilitation Center**
- Northwest Missouri Psychiatric Rehabilitation Center**
- St. Louis Psychiatric Rehabilitation Center**
- Hawthorn Children’s Psychiatric Hospital**
- Cottonwood Residential Treatment Center**
- Metropolitan St. Louis Psychiatric Center**
- Center for Behavioral Medicine**
- Higginsville Habilitation Center**
- Marshall Habilitation Center**
- Nevada Habilitation Center**
- Bellefontaine Habilitation Center**
- St. Louis Developmental Disabilities Treatment Centers**
- Southeast Missouri Residential Services**
- Albany Regional Office**
- Hannibal Regional Office**
- Joplin Regional Office**
- Kansas City Regional Office**
- Kirksville Regional Office**
- Poplar Bluff Regional Office**
- Rolla Regional Office**
- Sikeston Regional Office**
- Springfield Regional Office**
- St. Louis Regional Office**
- Central Missouri Regional Office**

(5) When layoffs would result in the termination of employees with critical skills and cause undue disruption of agency operations and services, the facility may propose alternative procedures designed to minimize these disruptions. The facility and the Office of Human Resources will cooperate in developing these alternatives and making their proposal to the Personnel Advisory Board.

(6) Special layoff status may be established for employees working in classified positions of a limited duration. This status requires approval by the Personnel Advisory Board. In order to establish the special layoff status, the facility must submit a proposal to the Office of Human Resources containing information on the positions to be designated and a description of the program, including the probable termination date. The Office of Human Resources will then submit the proposal to the Personnel Advisory Board. Personnel Advisory Board approval must be obtained prior to appointing any person to a position designated as having special layoff status. Prior to any appointment to such a position, the employee must be informed in writing of the special layoff status.



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(7) The Director of the Office of Human Resources will review and analyze any statutory, regulatory, or policy changes as they occur to determine their effect on the provisions of this Department Operating Regulation and will make changes as necessary.

History. After having been rescinded on January 19, 1999, this DOR was reinstated on July 12, 2001. On July 1, 2004 the sunset date was extended to July 1, 2005. Amendment effective April 1, 2005. On July 1, 2008 the sunset date was extended to July 1, 2011. Amendment effective April 8, 2011. On June 17, 2014, the sunset date was extended to July 1, 2017.