

thority may remove the probationer at any time during the probationary period. Such removals shall not be subject to review or appeal.

255W. Rules shall be adopted prescribing hours of work and the conditions and length of time for which leaves of absence with pay and leaves of absence without pay may be granted. These shall cover, among others, vacations, sick leaves, and leaves for military service.

255X. The tenure of all employees shall be subject to good behavior, the satisfactory performance of work, necessity for the performance of work and the availability of funds.

255Y. Whenever there is a lack of work or lack of funds requiring reductions in the number of employees in a department or division of the county government, the required reduction shall be made in such job class or classes as the Department Head may designate, provided that employees on permanent status shall be laid off in the inverse order of their relative length and quality of service, as determined by rules governing the evaluation of service. Within each affected job class, all temporary employees shall be laid off before probationary employees, and all probationary employees shall be laid off before any permanent employees. The order of lay off of temporary and probationary employees shall be at the discretion of the Department Head.

255Z. When in the judgment of a Department Head an employee's work performance or conduct justified disciplinary action short of dismissal, the employee may be suspended without pay. A suspended employee may not request a hearing before the Personnel and Salary Advisory Board unless the suspension is for more than fifteen working days.

255AA. A permanent employee may be dismissed whenever in the judgment of the appointing authority upon recommendation from the appropriate Department Head the employee's work or misconduct so warrants. When the Department Head decides to take such action he shall file with the employee and the Personnel and Salary Advisory Board a written notification containing a statement of the substantial reasons for the action. The employee shall be notified not later than the effective date of the action. The notice shall inform the employee that he shall be allowed two calendar weeks from the effective date of the action to file a reply with the appointing authority and the Personnel and Salary Advisory Board and to request a hearing before the Personnel and Salary Advisory Board.

255BB. If the employee files a reply and requests a hearing within the prescribed period, the Personnel and Salary Advisory Board shall schedule a prompt hearing in no event to exceed sixty days from the date of receipt of the reply. At the discretion of the employee the hearing may be private or open to the public and shall be informal.

255CC. If the Personnel and Salary Advisory Board finds the action of the Department Head was in contravention of Section 255X herein the employee shall be reinstated to his former position without loss of pay. In all other cases the Board's findings and recom-