

## **POLICY AND PROCEDURE CONCERNING REDUCTION IN FORCE**

### **I. PURPOSE**

This policy and procedure is implemented to provide equity to employees of the agency in the event of a reduction in force. A reduction in force will be authorized by the Governing Board.

### **II. APPLICABILITY**

This procedure applies to all employees of the agency.

### **III. AUTHORITY**

This procedure has been implemented with the approval of the agency Governing Board and/or its designee.

### **IV. PROCEDURAL DIRECTIVES**

- A. When a Reduction in Force (RIF) is authorized, it will be necessary for management to evaluate each employee for employment retention. This will include such factors as:
  - Quality of performance, as evidenced by past performance appraisals.
  - Period of Service. In most circumstances, it is understood that employees on initial probation will be first to be laid off in a RIF.
  - Educational qualifications.
- B. When more than one employee is equally qualified, and a decision to terminate one must be made, the person with more years of service shall be retained.
- C. Before terminating a non-probationary employee, efforts will be made to locate another position for that employee within the agency. All procedures regarding salary schedules and job descriptions will be adhered to in such situations.
- D. Employees terminated under a RIF will be considered eligible for re-hire and be entitled to any separation benefits due employees who leave in good standing.

- E. Employees terminated under a RIF will be given preferred status during subsequent hiring for up to 12 months following the date of the RIF. The agency will not be responsible for maintaining contact if such former employees do not provide current address information.
- F. The decision to terminate employment under a RIF is not subject to the appeal process.
- G. If such an employee is later reinstated, the following will be done:
  - 1. The employee will assume duties at the same step on the salary schedule held at the time of the RIF.
  - 2. The employee will regain his/her previous anniversary date.
  - 3. The employee will not need to repeat any probationary periods successfully completed at the time of the RIF.
  - 4. The employee will be scheduled to update any inservices which require periodic review (See Procedure Concerning Staff Development) within three months of re-hire, if such periodic review is due.
- G. The agency will not recognize time lost to a RIF toward seniority or accrual of benefits.

7/94  
7/98  
9/05