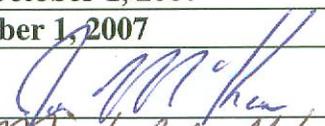
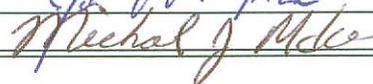


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REDUCTION IN FORCE

<b>Revision Number: 0</b>	<b>Effective Date: October 1, 2007</b>
<b>Supersedes: 250</b>	<b>Issue Date: October 1, 2007</b>
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**PURPOSE**

The purpose of this policy is to establish a uniform process for reducing the County's work force due to a lack of funds, workload changes, organizational changes, or other conditions.

**SCOPE**

This policy applies to all County employees.

**CROSS REFERENCES**

Recruitment and Selection, Policy 210  
Grievance, Policy 620

**POLICY AND PROCEDURE**

1. A reduction in force shall be the last option taken by the County for cost reduction. When a reduction in force becomes necessary, before a career service employee is notified of the possibility of displacement, the Department Head, in consultation with the HR Director, shall develop a work force adjustment plan. Such plan shall include:
  - A. A specification of the category of work to be eliminated considering interchangeability of skills, size of organization, number of positions to be reduced, and similar factors;
  - B. A list of affected employees with retention points for each employee; and
  - C. The steps to be taken to facilitate the placement of career service employees prior to the implementation of the plan through normal attrition, transfer, or reassignment.
2. The HR Director shall review and recommend approval of the work force adjustment plan to the County Commissioners before formal reduction in force notice is given to an employee.
3. The order of separation shall be:
  - A. Temporary, seasonal or time-limited employees;

- B. Probationary employees; and
  - C. Career service employees in the order of the retention score.
  - D. In the case of a tie in retention points, the employee with the lowest, most recent performance evaluation shall be released, with seniority being the second tie breaker.
4. The HR Director shall calculate retention points for all employees with a category of work as follows:
- A. All employees within a category of work shall be assigned a job proficiency score. The job proficiency score shall be the average of all the scores of performance evaluations received within the last three years. Up to five points may be awarded depending on evaluation scores. If an employee is below standard, no points shall be awarded.
  - B. The numeric values of each employee's job proficiency score and that employee's actual length of service score shall be added together to produce the retention score.
  - C. A value of one point shall be awarded for each year of continuous full time career service. Additional days of service shall be prorated. Previous career service employment interrupted for more than one year shall not be credited. Time accrued in an appointed position, subsequent to attainment of career service tenure, with no break in service will also be counted for purposes of seniority. For part-time work, length of service shall be determined in proportion to hours worked.
  - D. An employee rehired within a twelve (12) month period following a reduction in force shall be considered in a leave without pay status during the time of separation. Time spent in a leave without pay status shall not be considered an interruption of service, nor shall it be counted for purposes of seniority.
  - E. Active military duty not to exceed 4 years shall be counted for purposes of seniority.
5. At the discretion of the HR Director, written notification shall be delivered to the employee at a minimum of two weeks from the effective date of a reduction in force or the employee shall receive pay in lieu of notice.
6. Each career service employee that loses County employment due to a reduction in force shall receive severance payment. The calculation for severance payment shall be one (1) week at the employee's base pay for each full year of service up to a maximum of 12 weeks. If an employee returns to pay status after receiving the payment, s/he shall reimburse the County the remainder of the payment. For example, an employee served 10 years, received 10 weeks of pay for being laid off. The employee is re-employed 5 weeks later. The employee shall reimburse 5 weeks of the payment to the County.

7. Career service employees separated as a result of a reduction in force shall be placed on the reappointment register and shall be eligible for reinstatement in a position for which they qualify for a period of one year following the date of separation.
8. During any County-wide mandated freeze on hiring, eligibility for the reappointment register shall be extended for the entire period of the freeze.