



**CHAPTER: Separation**

**SUBJECT: Reduction-in-Force**

**POLICY NUMBER: 4.603**

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**RELATED POLICIES:**

**ENABLING RESOLUTION:**

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**DEPARTMENT OF PRIMARY RESPONSIBILITY: HUMAN RESOURCES**

**SPECIAL NOTES: This Policy/Procedures Manual does not in any way constitute an employment contract. Sedgwick County reserves the right to amend this Manual at any time subject only to approval by the Board of County Commissioners and the Governing Body of Sedgwick County Fire District Number One. The Memorandum of Agreement should be consulted for those Fire District employees who are included in the bargaining unit.**

## **I. Purpose**

The purpose of this Policy is to outline the criteria, process and procedure should a Reduction-In-Force (RIF) be required in Sedgwick County.

## **II. Policy**

- A. A Reduction-In-Force (RIF) may become necessary due to a number of reasons, including shortage of funds, shortage of work, completion of a project, restructuring of the organization or other material changes in duties of the organization.
- B. The Division of Human Resources will establish criteria for order of Reduction-In-Force separation. These criteria may include seniority, critical skills, job performance, and other business-related items. The Director of the affected Division, or the official of the affected Elected Office, may request an exception to the county-wide selection criteria. Exceptions must be approved by the Division of Human Resources and the County Counselor's Office, and must be on file in the Division of Human Resources.
- C. Positions affected by RIF separation are abolished from the organization's staffing table.
- D. If within one hundred twenty one (121) days the RIF separated employee finds other employment within Sedgwick County, they will have re-instatement rights. (See Sedgwick County Policy 4.301, Employee Re-Hire.)
- E. A new date of employment shall be established for employees who return to duty after a RIF separation for more than one hundred twenty one (121) calendar days.

- F. Earned vacation leave will be paid when the employee is RIF separated if that employee has been employed by the County for six (6) months.
- G. Whenever an employee resigns, is RIF separated or in any way dissolves his/her relationship with the County, he/she shall surrender to the Division Director, Department Head or Elected Official all property that has been issued by the County to said employee. This may include such items as keys, clothing, tools, identification cards, training manuals etc.
- H. Sedgwick County will offer health insurance continuation coverage under the Consolidated Omnibus Budget and Reconciliation Act of 1986 (COBRA). Human Resources will explain and provide the forms for COBRA coverage, if the employee wants the coverage.
- I. Sedgwick County employees who are terminated under this policy are eligible to apply for Unemployment Compensation.

### **III. Definition**

Reduction-In-Force separation – Termination of an employee as a result of the abolition of the employee’s position.

Seniority - The cumulative time in County service.

### **IV. Procedure**

- A. The hiring authority shall notify Human Resources, in writing, of those employees who are to be RIF separated at least 30 days prior to the planned effective date of RIF separation. Included in this notification will be reasons for the RIF and the application of criteria to identify affected employees.
- B. Human Resources will coordinate the RIF separation process and shall develop or approve written notification to employees. Official notification of RIF separation shall be delivered by the most appropriate manager within the Division/Department or Office as determined by the Division Director or Elected Official. The official notification of RIF separation must be delivered at least 14 calendar days prior to the effective date of RIF separation.
- C. Employees who are affected by a Reduction-In-Force separation will be provided a copy of the RIF Employee Information guide by the Division of Human Resources. This guide contains important information for employees regarding their benefits as well as other pertinent information to assist affected employees in RIF separation status.
- D. RIF separated employees who return to Sedgwick County service through reinstatement or re-employment must comply with Sedgwick County’s “Drug Testing/Substance Abuse” policy and will be required to successfully complete a substance abuse screen.