**SECTION: SEPARATION**

**POLICY:** Reduction in Force **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to establish guidelines and procedures for conducting a reduction in force (RIF) within the City due to business necessity or budgetary constraints. The policy outlines the criteria for determining which positions may be eliminated and the benefits provided to affected employees.

**APPLICABILITY:**

This policy applies to all City employees and is invoked when the City Manager directs a reduction in force. It specifically governs the elimination of occupied positions and provides benefits to employees affected by such actions.

**DEFINITIONS:**

1. Reduction in Force (RIF): The elimination of occupied positions within the City due to business necessity or budget constraints, typically resulting in employee layoffs.
2. Severance Pay: Compensation provided to regular full-time employees in lieu of a notice of separation, based on their length of service with the City.
3. Outplacement Assistance: Services provided by the Human Resources department to help employees affected by a reduction in force transition to new employment opportunities.
4. Re-employment List: A list maintained by Human Resources of employees laid off due to a reduction in force, eligible for rehire for up to six months.

**PROCEDURES:**

1. Initiation of Reduction in Force
   1. The City Manager has the authority to direct a reduction in force as a result of business necessity or budget constraints.
   2. The primary consideration in determining which positions to eliminate will be the City's need to continue its public service mission.
   3. A reduction in force is not an appealable personnel action.
2. Coordination of Reduction in Force
   1. The Human Resources department will coordinate the process of implementing a reduction in force, ensuring compliance with City policies and procedures.
3. Benefits for Affected Employees
   1. Notice and Severance Pay:
      1. Regular full-time employees will receive either a two-week notice of separation or severance pay, based on their length of service with the City.
      2. The severance pay schedule is as follows:
         1. 0 to 2 years: 10 days
         2. 3 to 5 years: 15 days
         3. 6 to 8 years: 20 days
         4. 9 to 12 years: 25 days
         5. 13 to 15 years: 30 days
         6. Over 16 years: 35 days
   2. Additional Payments: Severance pay is in addition to any lump sum payment employees may receive for accrued leave, as defined in the City’s paid leave policy.
4. Outplacement Assistance
   1. Human Resources will assist employees affected by a reduction in force with outplacement services and job referrals to help them transition to new employment opportunities.
5. Re-employment Opportunities
   1. A re-employment list will be maintained for six months for employees who are laid off due to a reduction in force.
   2. Re-employment will be based on the needs of the City, with priority given to those on the list.
   3. Employees are responsible for maintaining up-to-date contact information with the City to remain eligible for re-employment consideration.