E544.2

Termination of Employment – Reduction in Force

A reduction in force (RIF) occurs when budgetary constraints, discontinuation of a service, adverse economic conditions or reorganization require the Library District to eliminate positions.

In preparation for a reduction in force, the Director and selected members of the management team will evaluate the need for particular positions. Once the positions are identified, the relative value of work performed by specific employees holding those positions will be evaluated so the Library District can continue to provide the highest level of service possible with a reduced work force.

Determining the retention or separation of an employee will be based on the individual’s skills, knowledge, and productivity in comparison to the primary duties of the position. Length of service will be given consideration but will receive less weight in making the determination.

Before a RIF occurs the Director shall explore the following alternatives:

1. Every effort will be made to find a suitable transfer for employees affected by the RIF. The HR Manager will coordinate interviews with hiring managers; approval of the hiring manager is required for transfer to another department or branch. The District reserves the right to adjust salary if a transfer to a lower paying position occurs.

2. During adverse economic conditions the District may offer employees fewer hours, job sharing, or paid time off using accrued annual leave as a temporary solution until there is a change in the economy.

The District determines priority for a reduction in force using the following guidelines:

1. Temporary and substitute staff positions will be eliminated first.
2. Part-time positions may be eliminated second.
3. The elimination of full-time positions will be based on which positions are most critical to the organization in the delivery of services and future needs of the District.

Employees separated due to a RIF are eligible to receive all earned pay and accrued annual leave in accordance with policies E192 and E544. Sick leave is cancelled and not paid out per policy E352. Employees who participate in the medical and dental plans offered by the District may elect continuation of coverage as specified under COBRA regulations. Full premium plus a 2% administrative fee will apply to the COBRA benefits.