

REDUCTION-IN-FORCE POLICY (RIF)

If the County must permanently reduce employment because of reduction of revenues caused by the State mandated revenue reduction or other economic conditions, a reduction-in-force (*RIF*) may be conducted. A reduction-in-force is an involuntary employment termination caused by a mandated budget reduction required by the Johnson County Council. If a RIF is necessary to meet a Department's budget, the RIF shall be recommended by the Elected Official or Department Head and may be approved by the County Council by eliminating funding for the position in the County's Salary Ordinance.

I.C. 36-2-5-3 establishes that the County fiscal body (County Council) shall approve a Salary Ordinance which shall fix the compensation of officers, deputies, and other employees whose compensation is payable from the County General fund, County Highway fund, County Health fund, County Park and Recreation fund, or any other fund from which the County Auditor issues warrants for compensation. The County Council also has the authority to amend the Salary Ordinance at anytime. This includes the power to (1) fix the number of officers, deputies, and other employees; (2) describe and classify positions and services; (3) adopt schedules of compensation; and (4) hire or contract with persons to assist in the development of compensation schedules.

Employment with Johnson County is at-will. Both the employee and the County have the right to terminate employment at will, with or without cause, at any time. However, a Department Head or Elected Official shall use the procedures contained herein if it is necessary to recommend a RIF to the Johnson County Council.

In the event it becomes necessary for a Department Head or Elected Official to recommend the elimination of a full time position as part of that Department Head or Elected Official's efforts to reduce the Department's budget, the Department Head or Elected Official shall evaluate each employee within the Department pursuant to this Policy by using the Worksheet attached hereto.

The primary consideration in a RIF shall be to minimize the reduction of a Department's level of service in spite of the reduction in force. In recommending a *RIF*, the

Department Head or Elected Official shall consider the following for each position or employee:

Whether elimination of the position will result in a substantial reduction of the ability of the Department to provide the Department's services.

Whether the work performed by the person in the position cannot readily be assigned to other employees in the Department.

Whether the employee in the position has unique talents and training, the loss of which will make it difficult for the Department to continue to provide its level of service.

Whether the employee is in a supervisory position and based on the employee's experience or training, the elimination of the employee or the employee's position would severely reduce the services of the Department.

Whether the employee has skills and talents which would permit the employee to assume tasks of other employees who are subject to present or future RIF's.

Because the maintenance of the County's level of service is the primary purpose of any RIF, the Worksheet provides that the above criteria shall be multiplied by 3.

The Department Head or Elected Official shall also summarize the employee's past performance evaluations and disciplinary record on the Worksheet, to compile a RIF Index. The employees with the lowest RIF Index shall be those to be considered for reduction-in-force. However, the Department Head or Elected Official shall have reasonable discretion in making the recommendation to RIF when the scores are substantially similar. Employees who are affected by a termination of employment due to a reduction-in-force shall be provided a minimum of nine (9) calendar days written notice of the termination by their Elected Official or Department Head. The RIF Worksheets shall be maintained in the Employee's confidential file in the Office of the

Johnson County Auditor.

Reassignment and/or Reduction of Hours A Department Head or Elected Official may also elect to reassign an employee or reduce an employee's hours as follows:

In order to meet budget demands, full-time and/or part-time employees may be transferred to a position of lesser hours as determined by the department's needs and availability of vacant positions.

When the existing workload requires schedule changes or reduction of hours, employees may have the opportunity to accept a transfer to a position of lesser hours or scheduling adjustments as an alternative to being terminated.

Employees may be given an option to either accept or refuse the scheduling adjustment or the transfer to a position with reduced hours. Refusal to accept reassignment may result in immediate termination. If the employee accepts the position with reduced hours, benefit eligibility will be in accordance with their new employment status (i.e. full time, part time, occasional part time and temporary).

Leave of Absence

In cases where an employee is on a leave of absence, other than FMLA, and is scheduled to be terminated pursuant to this policy, the leave is immediately canceled and the employee's date for separation of employment becomes effective.

In cases where an employee on FMLA is scheduled to be terminated pursuant to this policy, the date of separation will occur following the employee's return from leave.

Employees that have completed, or are about to complete, a period of service in the uniform services, as defined by Title 38 United States Code §4303, and have properly notified the County of the employee's intent to return to a position of employment with the County, shall not be subject to a RIF until the employee has returned to their position of employment for at least thirty (30) days and the employee/position has been evaluated pursuant to this policy.

Benefits

Employee benefits will be affected by employment termination. All leave time that is

due and payable at termination will be paid in the employee's last pay check.

Health, Eye and Dental Insurance - At the time of a reduction-in-force or transfer to a position of part-time status without benefits, the employee(s) are provided the opportunity to continue their health insurance coverage as outlined in the County Summary Plan Description Booklet. When coverage ends, employees may continue their health insurance coverage at their expense through COBRA.

Life Insurance - County paid life insurance that is in effect at the time of a reduction-in-force or transfer to a part-time position without benefits, will remain active as outlined in the County Summary Plan Description Booklet. Employees may convert their life insurance policy to an individual policy. Please contact the office of the Johnson County Auditor for additional information.

Tuition Assistance - Approved courses already in progress at the time of reduction-in-force occurs are reimbursable (meeting all required standards as outlined in the County reimbursement schedule). Courses previously approved, which begin on or after the effective date of an employee's separation date, are not reimbursable.

Retirement - Participation will be provided according to the Plan document.

Other Benefits- Other benefits are provided according to Plan documents.

Counseling/Employee Services

Employees affected by the reduction-in-force are invited to meet with a member of the Human Resources Staff for a personal interview to answer questions, to remind employees about the availability of the Employee Assistance Program, and to the extent possible, to assist employees in finding other employment.

An exit interview with the employee shall be conducted, with the Elected Official or Department Head or his or her designee also present at the interview to review all insurance and retirement options.

JOHNSON COUNTY REDUCTION-IN-FORCE (RIF) WORKSHEET

Name of Employee

Title/Position

1. Elimination of the position will result in the substantial reduction of the ability of the Department to provide the Department's services.

1 2 3 4 5
Strongly Disagree Disagree Non Applicable Agree Strongly Agree

2. The work performed by the person in the position cannot readily be assigned to to other employees in the Department.

1 2 3 4 5
Strongly Disagree Disagree Non Applicable Agree Strongly Agree

3. The employee in the position has unique talents and training, the loss of which will make it difficult for the Department to continue to provide its level of service.

1 2 3 4 5
Strongly Disagree Disagree Non Applicable Agree Strongly Agree

4. The employee is in a supervisory position and based on the employees experience and training, the elimination of the employee or the employee's position would severely reduce the services of the department.

1 2 3 4 5
Strongly Disagree Disagree Non Applicable Agree Strongly Agree

5. The employee has skills and talents which would permit the employee to assume tasks of other employees who are subject to present or future RIFs.

1 2 3 4 5
Strongly Disagree Disagree Non Applicable Agree Strongly Agree

TOTAL

x 3

TOTAL

SUMMARY OF EMPLOYEE'S PERFORMANCE EVALUATIONS

1	2	3	4	5
Uacceptable	Poor	Average	Good	Excellent

SUMMARY OF EMPLOYEE'S DISCIPLINARY RECORD

1	2	3	4	5
Uacceptable	Poor	Average	Good	Excellent

TOTAL FROM PREVIOUS PAGE _____

TOTAL RIF INDEX _____

DATE _____

ELECTED OFFICIAL/DEPARTMENT HEAD