

2.9: Reduction in Force and Recall

This policy applies to all employees, including employees whose salary is fully funded by federal-funded and grant-funded programs, and employees who are employed by departments and offices led by elected officials, unless the elected official has enacted a separate Reduction in Force (RIF) Policy that is approved by the County Attorney's Office.

POLICIES AND PROCEDURES

A reduction in force may become necessary for budgetary or other reasons. When this occurs, Adams County shall use its discretion to make determinations about positions that shall be eliminated, based on legitimate business-related criteria that best meets organizational needs.

These procedures are not intended to create and do not create any rights to County employees who are affected by any layoff or reduction in force decision. An appeal **may not** be filed regarding any layoff or reduction in force decision. Failure to comply with these procedures shall not result in the invalidation of the layoff decision.

The terms "layoff" and "reduction in force" are synonymous for the purposes of this policy.

Process and Scope

The County Manager, in consultation with department directors, elected officials, the County Attorney, and the Director of People Services, will determine the size and scope of any reduction in force. It is the responsibility of department directors and/or elected officials to identify and recommend functions to be affected by a reduction in force by submitting a written plan to the County Manager.

Decisions regarding the size and scope of any reduction in force and functions to be affected shall be guided by the following:

- The current and future goals and needs of the County and the department/office; and
- The knowledge, skills, and abilities necessary to accomplish these goals and needs.

2.9: Reduction in Force (continued)

Selection for RIF

If a reduction in force is determined to be necessary, employees will be laid off by department/office and within the function being reduced, in the following order:

1. Temporary positions;
2. Project-designated positions;
3. Probationary positions (e.g., employees who have not completed the initial probationary period);
4. Employees in regular positions (e.g., regular full-time and regular part-time) whose performance reviews document unsatisfactory performance or who have been subject to documented discipline within the past five (5) years; then,
5. Employees in regular positions, with the least time in service (using most recent date of hire).

When determining the size and scope of any reduction in force, in addition to the functions to be affected for federal-funded and grant-funded programs, the Program Administrator and County Manager shall consider prospects for funding restoration and the factors described in this policy.

Benefits & Accruals

Employees who are laid off shall receive no continuation of salary or benefits, except as may be stipulated by specific benefit plans or contract. Payment for unused portions of annual leave accruals, sick leave accruals, and compensatory time shall be made according to provisions for separation from County employment.

Reemployment after Layoff

There will be no right of reemployment for employees who have been terminated due to a reduction in force. However, employees who have been subject to a reduction in force per this policy will be given preferential treatment when applying for an open County position within six months of their termination date. Preferential treatment includes, but is not necessarily limited to, a guaranteed interview for positions that the laid off former employee meets the minimum qualifications and has relevant experience. Laid off former employees must contact People and Culture Services after submitting their application for an open position to receive preferential treatment.

Employees who are rehired within 60 days shall keep their previous hire date for purposes of leave accruals.