§P-30 EMPLOYEE REDUCTION-IN-FORCE*

The Board recognizes that occasionally a department must reduce its number of staff members. The reasons for such a reduction include, but are not limited to, the following: a general downsizing of the total organization; a change in the organizational structure of the given department; the changing needs of the clients served by that department.

* Social Services employees are covered under the State’s reduction in force policy and procedures.

The following procedures shall be applied when a reduction-in-force becomes necessary for the reduction of any full-time, regular employees of the County:

I. Employee Notification

When a reduction-in-force becomes necessary, the department head will notify the Director of Human Resources and the employee(s) being affected as soon as a potential reduction is known. Full-time employees will be notified in writing as soon as possible, but no less than 60 calendar days prior to the effective date of the elimination of the position.

The affected full-time employee(s) will be given the opportunity to discuss the reduction with the Director of Human Resources and department head.

II. Reduction Criteria and Process

In any reduction implemented under this policy, the performance, level of training and experience of the personnel involved compared to other members of the same position and/or same job group will be considered. “Job group” for purposes of this policy shall mean a group of related job positions which serve a common function or functions within a department. The following process will be utilized:

A list will be developed, as needed, by the Director of Human Resources, according to the following:

A. The list will be rank-ordered from the most senior down to the least senior employee within job groups. “Seniority” for this purpose will be defined according to length of continuous service, including any approved leaves of absence, as a regular, full-time employee in the current position and in any prior full-time position within the same job group. The list will be further refined to group employees according to their respective positions: Office Associate, Custodian, Police Officer, Etc.
Employee Reduction-in-Force Procedure (continued)

B. Once the seniority list for each of the respective groups has been developed, then the employees’ performance and discipline, as documented in their Human Resources personnel files for the past three years, will be reviewed by the County Executive and rank ordered. The County Executive may consider all such documented performance and discipline to determine who will be reduced.

In the event that two employees in the same position/job group with the same hiring date, qualifications, and performance record are being considered for a reduction, the County Executive will apply the following criteria, not necessarily in this order, to determine which employee to lay off:

A. Additional training;
B. Written documentation of skills and abilities;
C. Total experience in present position;
D. Total experience in Albemarle County;
E. Recommendation of the employees’ department head.

III. Reassignment and Recall

A member of the Human Resources Department will meet with employees in positions identified to be eliminated to determine their skills, experience, education, training and interests in order to identify other positions in the County for which they may qualify, or for which retraining is feasible. Every reasonable effort will be made to place an affected employee in a vacant position for which he/she may qualify.

In lieu of being laid-off, full-time employees may be eligible to assume vacant positions within the same or lower pay classifications provided they hold appropriate qualifications or have had previous successful experience in the particular position. An employee reassigned to a position in a lower paygrade pursuant to this policy will be bound by the provisions of policy §P-60, Procedure for Salary Administration and Position Classification, section H.3.

Laid-off employees’ names will be placed on a recall list that will remain effective until the end of the next fiscal year. If a position becomes available during that period, and the employee is qualified to fill that position, the employee will be notified in writing. The employee will then be interviewed for this vacant position. After the period on the recall list has expired, the former employee may apply/reactivate his/her application for any vacant position for which he/she is qualified.

IV. Separation Benefits

Laid-off, full-time employees will receive the following separation benefits to assist them in their transition from County employment:
**Personnel**

**Employee Reduction-In-Force Procedure** (continued)

A. Separation Pay. Pay will be calculated at the employee’s regular rate of pay at the time of the reduction-in-force, based on the length of service and the schedule provided below. “Length of service” shall mean years of continuous service, including any approved leaves of absence, as a regular, full-time employee in the employee’s current position and in any prior, full-time position within the same job group.

<table>
<thead>
<tr>
<th>Length of Service:</th>
<th>Separation Pay Period:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than two years</td>
<td>Two weeks of pay</td>
</tr>
<tr>
<td>Two years and above</td>
<td>One week of pay for every full year of service, up to a maximum of 12 weeks</td>
</tr>
</tbody>
</table>

B. Continued Insurance Contributions. The Board contribution for medical and dental insurance coverage will continue for the duration of the separation pay period for laid-off employees who were enrolled in those plans at the time of the reduction. Upon completion of the separation pay period, the employee may elect to continue coverage under COBRA.

 Unless otherwise specified, an employee who declines a reassignment to another vacant position prior to the effective date of the reduction shall not be entitled to separation benefits under this policy. If an employee receiving separation benefits is rehired by the County, he/she will be under no obligation to repay those funds.

Amended: August 7, 1996; March 3, 2010