



Policy 3.8	Reduction in Force		
<u>Effective Date:</u> 2/28/12	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec:</u> None
<u>Last Amended Date:</u> 11/27/12			

REDUCTION IN FORCE

3.8

POLICY

It is the policy of DuPage County to reduce the workforce when deemed necessary and appropriate.

ELIGIBILITY

- All employees under County Board Jurisdiction.

GUIDELINES

A. Reduction in Force

1. A Department Head in consultation with the County Board Chairman's designee may implement a reduction in force (RIF) of an employee (s) for the following reasons:
 - a. A shortage of funds or work
 - b. A bona fide abolishment of, or change in, the duties of a position
 - c. A position eliminated due to re-organization
 - d. A position that is part of a program by a Federal or State grant in which the grant funds cease to exist

B. In the event a RIF is expected, the County will attempt to communicate information to employees about the impending reduction as soon as possible. The means for notifying employees of a RIF shall be determined by the County Board Chairman's designee and Chief Human Resources Officer.

C. In determining the order of reduction in force, the Chief Human Resources Officer and the Department Head shall consider, on a consistent and equitable basis, qualifications, performance appraisals, work record, conduct, job responsibilities and years of service.

- D. When a reduction in force occurs, the separation date is normally the last day worked. If the reduction in force occurs during a disability leave, the separation will be deemed to be the date the reduction in force occurred. This date does not include any time owed to the employee, such as vacation, sick leave, compensatory time or floating holidays.
- E. Group insurance benefits will cease in accordance with Policy 6.1 Medical and Dental Insurance.

F. Severance Pay Policy

- 1. The following schedule of severance pay shall apply to full-time and part-time regular employees in those cases where a reduction in force is deemed necessary:

YEARS OF SERVICE	DAYS PAID
1 year + 1 day through 2 years	5 days
3 years + 1 day through 5 years	10 days
6 years + 1 day through 10 years	15 days
11 years + 1 day through 15 years	20 days
16 years + 1 day through 19 years	25 days
20 years or greater	30 days

- 2. The County Board may, at any time increase or decrease the severance payout schedule if it is deemed to be in the best interest of the County.

G. Application for Re-employment

- 1. An employee who has been subjected to reduction in force is eligible to apply for re-employment by completing an application to be added to the re-employment registry in the Human Resources Department within one (1) month from the effective date of the reduction in force.
- 2. All other considerations being equal, applicants who are on the re-employment registry will be considered before external candidates. The re-employment registry applies to any position for which the employee is qualified for a period of one (1) year from the date of the reduction in force.
- 3. A person re-employed shall be subject to the successful completion of a probationary period (Personnel Policy 3.3 Probationary Period).
- 4. The employee's past salary is no indication of future salary.

PROCEDURES

1. Once the order of staff reductions have been determined, the Supervisor, Manager, or Department Head and a representative from Human Resources or the Chief Human Resources Officer will meet with the employee(s) to discuss the details of the reduction in force and benefit options. A letter detailing the severance and related payouts will be provided to the employee with a copy given to the Human Resources Department.
2. It is the employee's responsibility to complete an application for the re-employment registry in order to be considered for future job openings.
3. If the employee accepts another position within the County before the effective date of the reduction in force or before the period of payout (as set in Guideline B, number 1) has passed, severance pay will not be granted.
4. Employees who receive retention benefits are not eligible to receive a severance payout.