



POLICY TITLE: Guidelines for Reduction of County Workforce

POLICY NO.: PR-11

I. PURPOSE

The purpose of this Policy is to establish formal guidelines to ensure that the reduction of the Board of County Commissioners' workforce is administered in an equitable and consistent manner.

II. GENERAL POLICY

The Board of County Commissioners recognizes that circumstances may require reduction of its workforce. This situation may arise due to the termination of federal or State grants, unexpected decrease in County revenues, or decrease in the demands for services provided by a particular department or individual.

III. PROCEDURE

Employees will be given as much advance notice as possible when it has been determined by the Board of County Commissioners that a reduction in workforce is necessary. When determining which employees will be affected by workforce reduction, the Board of County Commissioners, upon recommendation from the County Administrator who will consult with the Director of Health and Human Services and affected department heads and division directors, will consider a variety of factors to include, but not be limited to, length of service (seniority), performance ratings, critical need for an employee/department, type of service provided, and the effect that the workforce reduction will have on overall County operations.

IV. GUIDELINES

- A. Determination of whether positions must be designated for workforce reduction will begin with an objective assessment of the County's need for the existing functions. The authority to identify positions for restructuring or elimination rests with the division director or department head. The division director or department head will determine which staff member or members best meet the requirements of the positions remaining after workforce reduction.
- B. Consideration must be based on objective, job-related standards which may include differences in knowledge, skills, abilities, and documented work performance. If differences cannot be demonstrated, then reduction in workforce decisions will be based on length of continuous service.

- C. Temporary employees performing the same work must be terminated before any employee with a probationary or regular appointment, provided that a probationary or regular employee can perform the temporary employee's tasks.
- D. All reduction in workforce decisions must be discussed and approved by the Director of Health and Human Services and the County Administrator. The Board of County Commissioners will have the final approval on any decisions regarding workforce reduction.
- E. After approval by the Board of County Commissioners, the impacted employees will be notified in person and in writing by the Director of Health and Human Services and the division director or department head. The notification must be made at least thirty (30) calendar days in advance of the employees' separation date.

