# Model Reduction in Force Plan

**Agency Name (Agency Code)**

# Introduction

*(Agency Name)* is implementing a reduction in force (RIF) based on a *(enter one of four (4) specific reasons: reorganization, work shortage, funding reduction, or outsourcing/privatization)*. The RIF is implemented in accordance with *(agency name)*’s Reduction In Force policy and *(number of)* position(s) is/are eliminated effective close of business on *(date).*

**The following position(s) will be eliminated:**

## Competitive Class Class Code # of Positions

*(Class Title)* (*ZX25)*  (*Number)*

##### Definition of Competitive Areas and Groups

The Competitive Area for this RIF plan is the *(Division/Department/Section of XX*). The Competitive Class is *(class title/class code)*. There are currently *(number (#) class title/class code)* positions assigned to the *(Division/Department/Section of XX)*.

The attached Retention Point Computation Chart shows the employees referred to in this plan, indicating race, sex, age, and retention points. Retention points are based on the length of continuous state service and the total scores of the two (2) most recent annual performance appraisals with *(date)* as the cut-off date for calculations. One (1) ***(Note: check agency RIF Policy to ensure correct number)***retention point*(s)* was*/(were)* credited for each full year of continuous state service. Six months or more of continuous service will be considered as one year of service and less than six months will receive no retention points.

Overall performance ratings were credited as follows: ***(Note: The point values below may be different in your Agency’s RIF Policy.)***

The following ratings and values are to be used in calculating retention points**:**

Exceptional 3

Successful 1

Unsuccessful 0

# Affected Positions

The following position(s) will be affected by the RIF Plan:

|  |  |
| --- | --- |
| Competitive Area: | (*Division/Department/Section of XX)* |
| Competitive Group/Class: | (C*lass title/Class code/Pay band)* |
| Position(s) to be Eliminated: | N*umber of positions (#))* |
| Retention Points/Age/Race/Sex: | See attached Retention Point Computation Chart |

#### Sequence of Reduction in Force

The order of the reduction in force of covered employees in each State class title(s) shall be determined by the total number of retention points for each employee and shall proceed with the employees with the lowest accumulation of retention points. If two or more employees affected by a reduction in force have the same number of retention points and only one will be affected by the reduction in force, the agency hire date will determine the order of the employees affected. The employee with the earlier agency hire date will be retained. ***(Note: The tie-breaker is an option on the model and may be different in your Agency’s RIF Policy.)***

Bumping rights are provided for covered employees who have accumulated more retention points than those with whom they are competing. Under no circumstances can an employee gain from a reduction in force. Bumping rights are provided only downward.

# Recall and Reinstatement Rights

An employee affected by a reduction in force has recall and reinstatement rights to a position in State government for one year after the effective date of the reduction in force.

A. Recall Rights

If a vacancy occurs within the competitive area, which is in the same State class title as the position the employee held prior to the reduction in force, the Agency will recall employees in the inverse order of the reduction in force. The Agency will notify the employee in writing of the job offer and recall rights. If the employee does not accept the job offer within ten days, the employee’s recall rights are waived. Should the employee accept the job offer, the Agency will reinstate the employee’s accumulated sick leave, and will provide the employee the option of buying back all, some, or none of his annual leave at the rate it was paid out at the time of the separation. Upon returning to employment in an insurance eligible Full-Time Equivalent (FTE) position, the employee will also be offered insurance benefits as a new hire. The recalled employee may purchase retirement service credit under the leave of absence provision in Section 9-1-1140(D) for the period of time that the employee was not employed by state government, at the cost specified in Section 9-1-1140(D). When an employee is recalled, this time will not be considered punitive in the determination of retiree insurance eligibility.

B. Reinstatement Rights

An employee separated by a reduction in force may apply for any State job for which he meets the minimum training and experience requirements. Should the separated employee accept a job offer to an FTE position, the Agency will reinstate the employee’s accumulated sick leave, and will provide the employee the option of buying back all, some, or none of his annual leave at the rate it was paid out at the time of the separation. Upon returning to employment in an insurance eligible Full-Time Equivalent (FTE) position, the employee will also be offered insurance benefits as a new hire. The reinstated employee may purchase retirement service credit under the leave of absence provision in Section 9-1-1140(D) for the period of time that the employee was not employed by state government, at the cost specified in Section 9-1-1140(D). When an employee is reinstated, this time will not be considered punitive in the determination of retiree insurance eligibility. If the employee is reinstated to another position, he still retains his recall rights to a position in the same State class in the competitive area.

# Communication to Employee and Assistance

The Agency shall communicate the following information to each affected employee after the Division of State Human Resources approves the reduction in force plan for procedural correctness and before the reduction in force becomes effective:

1. The reason for the reduction in force;
2. The competitive area(s) and competitive group(s) in which the employee competed;
3. The benefits to which the employee is entitled and the manner in which the reduction in force will affect the employee’s State benefits, (e.g., health insurance, optional life insurance, retirement);
4. The employee’s reinstatement rights, (e.g., reinstatement of all sick leave; option of buying back all, some, or none of the annual leave at the rate at which it was paid out);
5. The employee’s recall rights to any position, within the competitive area, that becomes available in the same State class title as the position the employee held prior to the reduction in force;
6. The manner in which the Agency will notify the employee of any such vacancies; and
7. The requirements of S.C. Code of Laws Ann. Section 8-11-185, which requires the Agency to report information about the employees affected in a reduction in force to the Division of State Human Resources.

Employees will be given a letter that will confirm the information discussed during the conference and will be informed that the reduction in force plan is available for review.

Employees affected by the reduction in force may visit [www.careers.sc.gov](http://www.careers.sc.gov) to search for current job openings with state agencies. On this site they may create a profile and apply for vacancies on-line. In addition, their contact information as recorded in the Human Resources Information System (HRIS) will be furnished to the Division of State Human Resources’ RIF Applicant Pool for priority consideration in finding another job in state government.

# Grievance Rights

A covered employee who is affected by a reduction in force has the right to file a grievance to the Agency and an appeal to the State Human Resources Director only if the grievance or appeal is based on improper or inconsistent application of a reduction in force policy or plan.