

**GADSDEN COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**POLICY ON REDUCTIONS IN FORCE**

In the event it is determined that a layoff or reduction in force (RIF) is necessary because of budgetary constraints, a condition of financial exigency, lack of work, program or grant discontinuation, technological changes or replacement, reorganization, elimination of positions or functions of the County, material changes in job descriptions, or other reasons, the following procedure shall be followed.

**Order of Layoff**

The County Administrator will determine which positions and/or employees are subject to the layoff or RIF in a manner as the County Administrator deems to be in the best interests of the County. In determining which positions and/or employees are subject to layoff or RIF or the order of layoff, the County Administrator, in conjunction with the appropriate Department Head and/or Human Resources Department, may consider, but is not limited to, the following factors: the needs of the County, seniority, job performance, qualifications, and employment status, such as temporary, seasonal, probationary, part-time or full-time status.

In addition, in accordance with Chapter 295, Florida Statutes, some employees may be eligible for veterans' preference in retention if the County Administrator determines that a layoff or RIF is necessary.

**Notice of Layoff**

Employees selected for layoff or RIF, or employees in positions selected for layoff or RIF, will be provided with advance written notice prior to the effective date of the layoff. However, no minimum notice period is guaranteed prior to the effective date of the layoff.

**Leave Payout**

Employees selected for layoff or RIF will be paid consistent with the County's approved Personnel Policy which provides payment in full of all accrued unused annual leave not exceeding 240 hours and after three years of consecutive employment, payment of one-fourth of accrued unused sick leave.

**Recall Rights**

Regular, full-time employees selected for layoff or RIF will be given consideration for recall into other vacant County positions for which they apply and are qualified for a period of six (6) months following their last date of employment. Regular, full-time

employees who are recalled within six (6) months of their last date of employment will not be considered to have a break in service and will have their seniority restored.

### **Collective Bargaining Agreements**

If a collective bargaining agreement applies to an employee and/or position eliminated under this Policy, and any provision of the collective bargaining agreement conflicts with or is inconsistent with this Policy, the terms of the collective bargaining agreement apply.

*Unless otherwise provided by an applicable collective bargaining agreement, a layoff or RIF shall not be subject to grievance or appeal. A layoff or RIF is not a disciplinary action.*

*BOCC Approval Date:* \_\_\_\_\_