



Mary McDonald
Deputy Executive Director

Agenda



- Reduction in Force
- Furlough

Reduction in Force Procedures



General Information

- Reductions in Force (RIF) may be necessary due to one of the following conditions:
 - Shortage of Funds or Work
 - Material Changes in Duties or Organization
 - Merger of Agencies

Timeline



- Non-emergency RIF's submitted to MSPB staff 60 days prior to Board Consideration
- Non-emergency RIF's cannot be implemented prior to 60 days after MSPB approval
- MSPB may waive 60 day requirement in emergency situations
- In emergency situations, employees must be given at least 10 days notice

Methods of Reduction in Force Shortage of Funds or Work



- May be administered by:
 - Functional Area
 - Location (counties, district, state office, or agency-wide)
 - Job Class
 - Any combination of the three

Methods of Reduction in Force Merger of Agencies



- Shall be administered by:
 - First by functional area and/or funding source
 - Second by location (counties, district, state office, or agency-wide)
 - Third by Job Class or Job Class Series

Order of Reduction in Force



- Emergency Appointments
- Probationary Employees
- Employees with indefinite Probationary Status
- Permanent State Service Employees

Retention Point Formula for Reductions in Force



- Seniority
 - One point awarded for each continuous year of service.
 - 1/12 point for each month an employee that has 15 days of service

Retention Point Formula for Reductions in Force (cont'd)



- Performance Appraisal
 - Average of three most recent ratings
 - Ratings older than three years may not be used
 - Employees without three valid ratings will be given a presumptive 2.00

Retention Point Formula for Reductions in Force (cont'd)



- Veterans' Preference
 - Veterans shall be awarded 1 point
 - Disabled Veterans shall be awarded 2 points

Use of Reduction in Force Positions



- Positions affected by a RIF cannot be filled in any classification for one year after a RIF



Ensuring A Quality Workforce

Furlough Procedures



General Information

- Furlough Policy applies uniformly to all employees of an agency, regardless of job class
- MSPB reviews furlough plans only after receiving certification of a shortage of funds from DFA

Criteria for Furlough



- Furlough leave for the purpose of reducing expenditures shall be based on:
 - Funds on hand or to be received will be inadequate to discharge responsibilities
 - Accrue funds to minimize reductions in force or more extensive furloughs

Rules of a Furlough



- In instituting a furlough, the following rules must be followed
 - Agency shall develop a plan for implementing an agency wide furlough (MSPB approval required before implementation)



Rules of a Furlough (cont'd)

- Plan must apply uniformly to all employees of the agency, regardless of status or funding source
- Uniformity is not required if:
 - Prohibited by Law
 - Agency will lose federal funds
 - Inability to continue federally mandated programs



Rules of a Furlough (cont'd)

- Employees are given prior written notice regarding dates and times of furlough
- Employees do not accrue leave
- Leave cannot be used in lieu of furlough
- Other benefits continue
- FLSA exempt employees lose exemption for week of furlough



Rules of a Furlough (cont'd)

- Once funds have been restored, agency head shall systematically recall furloughed employees
- Involuntary leave without pay conducted under this policy is not grievable

Furlough Federally Funded Positions



- If a position is federally funded and funds become limited, agency head has authority to furlough rather than dismiss employees

Furlough Rules for Federally Funded Positions



- In instituting a furlough, the following rules must be followed:
 - Restriction of limitation of federal funds must be certified in writing by an agency of the federal government
 - Agency shall develop a plan for implementing a furlough of federally funded employees

Furlough Rules for Federally Funded Positions (cont'd)



- Employees whose positions are only partially funded by federal funds may be placed on part-time duty to exclude the expenditure of federal funds
- Agency head shall notify MSPB within 48 hours of implementation of furlough plan
- Employees placed on furlough must be given prior notice regarding the furlough

Furlough Rules for Federally Funded Positions (cont'd)



- Employees shall not accrue leave for the portion of the employee's salary funded by federal funds
- Leave cannot be used in lieu of furlough
- All other benefits are continued
- Once funds have been restored, agency head shall systematically recall furloughed employees
- Involuntary leave without pay conducted under this policy is not grievable



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