



St. Johns County Administrative Code Section: Personnel

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| Title: 413 Reduction in Force | Issued: Dec 2006 |
| Reference: F.S. 215.425 | Revised: June 2012 |

413.1 Purpose

The purpose of this policy is to prescribe the manner in which employees of St. Johns County may be treated should a Reduction in Force (RIF) become necessary. A RIF may result in the separation, involuntary demotion, reassignment, or reduction in work hours of affected employees.

413.2 Scope

All County employees under the administrative authority of the County Administrator.

413.3 Reduction in Force Plan

In the event a RIF is necessary due to reorganization, work shortage, loss of funding, outsourcing/privatization or other reasons, the Personnel Services Director shall consider the following items in order to develop the reduction in force plan:

- The reason(s) for the reduction in force.
- Area(s) affected by the reduction in force.
- Job titles within the area(s) affected.
- Number of positions in each job title(s) that may be eliminated.
- Business or operational needs of the Department/Division.

Additionally, the Personnel Services Director may determine this policy does not apply where employees receive another job within the Board of County Commissioners or St. Johns County Government.

413.4 Affected Area(s)

Upon recommendation of the Department Director, the Personnel Services Director shall determine the area(s) affected by the RIF. The County shall establish an affected area clearly distinguishable from other areas.

413.5 Affected Positions

Upon recommendation of the Department Director, the Personnel Services Director shall identify the positions affected by the RIF using following information:

- County job title.
- Total number of positions in the affected job title within the affected area.
- Total number of positions in the job title within the affected area to be eliminated.

413.6 Retention Points

The Personnel Services Director shall calculate retention points for employees in affected areas to assist in determining which employees are to be involuntarily demoted, reassigned, have reduced hours or separated. Retention points shall be based on the total scores of the two most recent annual performance appraisals and the length of continuous County service. Veterans Preference will be applied as appropriate.

413.7 Performance Appraisal Points

The Personnel Services Director shall determine the total score for an annual performance appraisal by using the Overall Performance Rating on the evaluations and assigning the following numerical values:

- Outstanding Performance: 5



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- Very Effective Performance: 4
- Effective Performance: 3
- Marginally Effective Performance: 1
- Ineffective Performance: 0

413.8 Continuous County Service Points

Employees will receive one (1) point for each year of continuous Board of County Commission service and excluding positions held directly under Constitutional Officers. If two or more employees affected by the reduction in force have the same number of retention points, the following criteria will be followed to determine who it is that will be affected by the RIF. The order of criteria will be:

- 1) Date of hire.
- 2) Disciplinary action, if any, taken within the previous two (2) years.
- 3) Rating factor markings on the two (2) most current performance evaluations. Points are assigned as described above.

414.9 Writing the Reduction in Force Plan

After determining what areas and jobs may be affected, the Personnel Services Director shall develop an implementation plan and deliver it to the County Administrator for final approval. The plan shall include the following:

- 1) The reason for the reduction in force.
- 2) The identification of the affected area(s).
- 3) The identification of the affected job titles.
- 4) The number of positions to be eliminated in each job title.
- 5) The affected employees, in order of retention points in the affected areas.
- 6) Any operational needs of the Department/Division or County which may override the calculated retention points.

The Personnel Services Director has the discretion to select the recommended positions affected based on operational needs and other relevant considerations.

413.10 Separation and Release

The County may require a Separation and Release agreement in exchange for severance.

413.11 Severance

Severance packages may include the payout of accrued vacation and sick leave balances without restriction but in accordance with F.S. 215.425. In the event the employee impacted by the RIF is placed in another position within the County or Constitutional Officer, the employee will be considered as continuously employed and not be eligible for any severance package.

413.12 Recall and Reinstatement Rights

An employee affected by a reduction in force will have recall and reinstatement rights to a position in County government for one (1) year after the effective date of the reduction in force.

Recall Rights

If a vacancy occurs within the affected area which is in the same job title as the employee held prior to the reduction in force, the County will recall employees in the inverse order of the reduction in force. The County will notify the employee of the job offer. If the employee does not accept the job offer in writing within ten (10) business days, the employee's recall rights will be waived. Although employees may apply for vacant



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positions at any time, preference will only be given to employees applying for the position they held prior to the RIF.

Reinstatement Rights

An employee affected by a reduction in force may apply for any County job for which they meet the minimum training and experience requirements. If hired for another position within the County, employee would still retain the recall rights as outlined above.

413.13 Grievance Rights

An employee affected by a reduction in force has the right to file a grievance with the County Administrator only if the grievance is based on improper or inconsistent application of the reduction in force policy and/or plan.