

**CITY OF PORTSMOUTH**  
**ADMINISTRATIVE POLICY**

**#15**

**MAY 1994**

**SUBJECT:      Reduction in Force (RIF)/Layoff**

**I.      PURPOSE:**

The purpose of this policy is to establish an effective and objective method and uniform guidelines to reduce the number of employees within a City department(s), when necessary, with the least possible disruption to the work force and delivery of services provided to the citizens of the City of Portsmouth. This policy may not be used for disciplinary purposes.

**II.     COVERAGE:**

This policy covers all of the City Manager appointees, officers, and employees, each of whom is under the control of the City Manager.

**III.    REASON FOR REDUCTION IN FORCE (RIF):**

The City Manager may authorize a reduction in force or position abolishment for any of the following reasons:

1. Economic conditions.
2. Programmatic changes and/or service reduction or discontinuation.
3. Reorganization – The consolidation of functions where circumstances indicate that all of the positions and/or employees involved in those functions are no longer necessary.
4. Lack of work.

**IV.    REDUCTION IN FORCE (RIF) PROCEDURE:**

The City Manager will determine the need for a Reduction in Force and, where appropriate, the number of employees and/or classifications in a department(s) and/or a whole department(s). The City Manager retains the authority to make variations and adjustments to this policy.

The City shall attempt to relocate employees affected by the reduction in force action in a manner which results in the least possible adverse effect upon the employee. This may occur in the following ways, in order of preference with regard to use:

1. Attrition – When an employee terminates his/her employment for whatever reason, the position may not be filled.

2. Reassignment – When attrition does not result in a reduction in force in sufficient numbers or within a required time period, as determined by the City Manager, employees may be reassigned to other vacant positions, for which they meet the qualifications.
3. Reduction in Force – As a last resort, employees may be terminated (laid off) from City employment as determined by the City Manager.

**V. LAYOFF DECISIONS:**

Every layoff decision shall be evidenced by written documentation which shall include information as to how such decision was made. The Director of Human Resource Management shall review all such documentation and all layoff lists to ensure that the procedures as outlined in this policy are being fairly and uniformly applied.

**VI. ORDER OF REDUCTION IN FORCE (RIF)/LAYOFF:**

The job classification(s) that have been identified to be eliminated will be eliminated in the following manner: When a job classification is filled by only one employee, that employee will be laid off. In a classification with more than one employee in a department, the determination of which employee(s) will be terminated will be made by the City Manager based on seniority.

Seniority will be determined by using the established Continuous Service Date on the employee's Personnel Data Transaction Form. The Continuous Service Date is the date from which the employee is employed by the City on a regular basis and eligible for benefits, including retirement. For the purpose of this policy, seniority will mean that the employee with the most recent continuous service date will be first terminated (laid off).

**VII. GRIEVANCE AND APPEAL RIGHTS:**

Discharge, demotions, reassignments, or RIF's (layoffs) because of the reasons cited herein including, but not limited to, lack of work, reduction in work force, and job elimination, are non-grievable in the City of Portsmouth Grievance Procedure.

**VIII. NOTIFICATION:**

All employees to be laid off will be so notified in writing no less than two weeks in advance of the last scheduled work day, and will continue to receive pay for 60 days thereafter. All notified employees will receive information from the Department of Human Resource Management to explain this policy and their status, options, and benefits, if any. Affected employees are encouraged to apply for vacancies as they occur.