

	Reduction-In-Force <i>Adopted: 10/30/2002</i>
Last Revision Date: 11/08/2023	Policy No. 4.603
Last Enabling Resolution: 246-2023/927-2023	Developer/Reviewer: Human Resources

1. Purpose

The purpose of this policy is to outline the process and procedure that will be followed for a reduction-in-force (RIF).

2. Scope

This policy shall apply to full-time and benefitted part-time positions in all Divisions/Departments and Offices of Elected/Appointed Officials with the exception of the Sheriff’s Office and the Office of the District Attorney. Temporary, seasonal or part-time positions are subject to end of appointment notice and are not covered by this policy.

3. Policy Statement

It is the policy of Sedgwick County to implement a reduction-in-force as conditions necessitate. Reasons for a RIF may include a lack of funds, shortage of work, completion of a project, restructuring of the organization or other material changes in duties of the organization.

4. Definitions

- A. **Reduction-in-force** – The elimination of a position that results in the separation of an employee.

5. Procedures

- A. Positions identified for elimination are abolished from the staffing table. When a Division/Department or Office of Elected/Appointed Official abolishes a position through the RIF process, that area may not request funding for a new or temporary position with similar job duties for a minimum of twelve (12) months.
- B. The Division of Human Resources and the County Counselor will review for adverse impact to employees in protected categories.
- C. The Division of Human Resources will provide RIF separated employees written information regarding their benefits and any other pertinent information.
- D. A RIF separated employee will have reinstatement rights under policy 4.301 Employee Rehire for one hundred and twenty-one days (121) from the last day in active status.
- E. Employees RIF separated are eligible to apply for Kansas Unemployment Insurance.