

REDUCTION-IN-FORCE

POLICY: It is the policy of Black Hawk County to implement a reduction-in-force (layoff) of non-bargaining staff in accordance herewith whenever a department head deems necessary.

SCOPE: This policy applies to all Black Hawk County non-bargaining employees except for elected officials, and their appointed deputies, and Civil Service employees. Whenever the provisions of this policy are in conflict with federal or state laws or regulations, the provisions of the laws or regulations shall prevail.

ADMINISTRATIVE PROCEDURES: The County shall administer reductions-in-force of non-bargaining staff in accordance with the following provisions:

- A. Reduction-in-force shall be determined by department need.
- B. When a department head determines that staffing levels must be reduced, the department head may consider such factors as he/she deems appropriate, including, but not limited to, contributions to the effectiveness/efficiency of the overall department, experience, education, customer service skills, interpersonal skills, other skills and abilities, performance evaluations, disciplinary actions, etc.
- C. In lieu of layoff, the non-bargaining employee removed may request to be considered for vacant positions in lower classifications within the County for which he/she is qualified to perform the work.
- D. Any regular non-bargaining employee laid off or demoted as a result of a reduction-in-force shall be offered a position in his/her previous classification before a new employee is appointed to that classification, provided the recall to the classification occurs within one (1) year of the date of such layoff or demotion, and the employee is qualified to perform the work. Only regular part-time and regular full-time employees shall have recall rights.
- E. Following one (1) continuous year of layoff status a non-bargaining employee shall lose all recall rights and the employment relationship shall be terminated.