

11.4 Reduction in Force

Effective Date: November 10, 1992

Revision Date: June 9, 2020

It is the policy of Lake County to reduce the workforce when deemed necessary and appropriate. This policy applies to all employees under the jurisdiction of the County Board.

POLICY

1. The County Administrator, in consultation with the Department Head and Director of Human Resources, may implement a reduction in force (RIF) of a position(s) for the following reasons:
 - a. A shortage of funds or work
 - b. A bona fide abolishment of, or change in, the duties of a position
 - c. A position elimination due to a re-organization
 - d. A position that is part of a program funded wholly or in part by a Federal or State in which the grant funds cease to exist.
2. In the event a RIF is expected, the County will attempt to communicate information to employees about the impending reduction as soon as possible. The means for notifying employees of a RIF shall be determined by the Director of Human Resources.
3. When applicable, in determining the order of the reduction in force, the Director of Human Resources shall consider on a consistent basis, performance appraisals or years of service (date of hire).
4. When a reduction in force occurs, the separation date is the last day worked. This date does not include any time owed to the employee, such as vacation, sick leave, compensation time or floating holidays.
5. Group insurance benefits will cease at the end of the month in which the separation occurs.

PROCESS

1. Once the reductions and order (if applicable) have been determined, the Department Head and representative from Human Resources will meet with the employee(s) to discuss the details of the reduction in force and benefit options. A letter detailing the severance (described herein) and related payouts will be provided to the employee with a copy placed in the employee's personnel file.
2. If the employee accepts another position within the County before the effective date of the reduction in force they are not eligible for the severance payout.

REEMPLOYMENT

1. An employee who has been subjected to a reduction in force is eligible to apply for re-employment and will be granted an interview for any vacant position which they are qualified for and apply for a period of one (1) year from the date of the reduction in force.

2. A person re-employed shall be subject to the successful completion of a probationary period.
3. The employee's past salary is no indication of future salary.

SEVERANCE PAY

Severance Pay	
Years of Service	Days Paid
0-5 Years of Service	10 days
5-10 Years of Service	12 days
10 -15 Years of Service	15 days
15-20 Years of Service	20 days
20-25 Years of Service	25 days
25 Years of Service or more	30 days