



## MANAGEMENT POLICY

**POLICY NUMBER:**  
101.20

**SUBJECT:**

### Reduction in Workforce (RIWF)

**EFFECTIVE DATE:**  
2/27/2012  
**REVISED DATE:**

- I. Purpose  
The purpose of this management policy is to provide a system of identifying positions and employees affected by RIWF and severance.
- II. Scope  
This policy applies to all employees of the Rio Verde Fire District.
- III. Definitions  
Reduction in Workforce (RIWF) is defined as a District-initiated action taken if necessary to reduce and/or reorganize staffing levels.
- IV. Procedure
  - A. Authority  
Pursuant to a District initiated action, the Fire Chief shall determine the position classifications to be reduced in response to the RIWF order. Final approval of the affected classifications and numbers shall be by the Board of Directors.
  - B. Procedure
    1. Prior to implementing a workforce reduction, all reasonable effort shall be given to accomplish budgetary reductions without the need to layoff personnel. Consideration may include, but will not be limited to, the following: such measures as eliminating temporary employees, minimizing overtime hours, modifying/reducing work schedules, implementing a hiring freeze, reducing wages/benefits, reorganizing the workforce, or allowing voluntary demotions based upon the purpose for the reduction.
    2. The employees with the lowest competence and seniority in the class from which layoffs are to be made may be laid off first. All temporary/part time employees in a class will be laid off before any full time/classified employees in the same class are laid off. Upon approval of the Fire Chief, employees subject to layoff may be transferred to a vacant position or to a former or related class without examination.
    3. Employees demoted as a result of the reduction in workforce shall be paid a salary in the lower pay range that is closest to the employee's salary prior to the demotion.
    4. An employee who is laid off may apply for reemployment on a layoff list. Laid off employees may remain on a layoff list for a period of one (1) year from the date of layoff unless sooner reemployed by the District. A reemployed employee shall return to District employment without examination and without loss of seniority. There will be no accrual of benefits or increase in seniority or pay range and step during the layoff period. An employee returning to the District in a different class/position must meet the eligibility requirements of the class/position being offered. The employee shall be assigned a salary within the pay range identified by the class/position being offered.

C. Legal Requirements

If it is determined that a reduction in workforce is necessary, the District shall comply with all notice requirements under federal, state and local laws. Additionally, the District will strive to provide timely notice to all of the employees affected by the reduction in workforce as soon as possible.

D. Compensation

In the event of RIWF termination, final payment of wages and other accumulated current year hours due for holiday, vacation, sick leave shall be paid to the employee within three working days or the next payday, whichever comes first.

E. Severance

Full-time employees who are laid off may be provided a severance package as determined by the Board of Directors. Employees eligible for normal retirements that choose to retire in lieu of a placement or layoff will not be offered a severance package in addition to normal retirement benefits.