

Big Bend Community Based Care Policy & Procedure

Series: 1100: Human Resources

Policy Name: Reduction in the Workforce (RIF)

Policy Number: 1126

Origination Date: 02/17/2009

Revised: Board Meeting of 12/13/2018

Policy

In the event that a Reduction in Force (RIF) is required Big Bend Community Based Care, Inc. (BBCBC), will follow the set procedure established to create an equitable and fair separation in employment for our employees.

Procedure

- A.** In the event of economic or other circumstances that necessitate a reduction in force or job elimination, BBCBC management will decide who will be retained based upon factors in the following order:
 - 1. Current job performance;
 - 2. Skill and competency;
 - 3. Experience;
 - 4. Potential contribution to BBCBC;
 - 5. Versatility.
- B.** Credited service will be considered only when management determines that the qualifications and job performance of persons are substantially equal.
- C.** Qualifications and performance as reflected in the previous performance evaluations and other reports will be considered.
- D.** Employees who are separated due to a reduction in force are eligible for payment of accrued and unused paid time off upon separation.
- E.** BBCBC will accommodate persons separated due to reduction in force in seeking alternative jobs elsewhere by providing reasonable time off without pay, which must be pre-approved, to interview for other employment.
- F.** Separations resulting from a reduction in force must be reviewed in advance by the CEO.
- G.** BBCBC will not issue final paychecks for employees who resign, are laid off or are terminated until the next regular scheduled payday.
- H.** All BBCBC property, including keys or equipment, must be given to your supervisor on the final day of work.
 - 1. If all BBCBC property is not returned by the employee's final day of work, the employee will be responsible for reimbursing BBCBC as BBCBC reserves the right to make a payroll deduction for that property from any final paychecks the employee would be due.

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2. Terminated employees enrolled in BBCBC sponsored health insurance plans have the right to continue coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"), at the full cost to the employee. A two percent (2%) administration charge may be assessed.
 3. Employees enrolled in the Life Insurance Plan, upon termination of employment, will also have the right to continue their life coverage.
 4. Terminating employees should contact CEO or designee for further information.
- I. Employees who have left the agency on a voluntary basis and after required notice or through reduction in force or job elimination are eligible for rehire.
- J. BBCBC will not provide for severance payment for employees who are dismissed or terminated, unless an agreed upon severance pay is established in a written employment agreement authorized by the CEO. In the event that severance payment is awarded based on a written employment agreement, the amount of the eligible employee's severance payment would be based on length of service and salary at separation. An eligible employee's reimbursement will not exceed amounts established by local law. Severance pay will not be made to an employee that has been fired for misconduct. BBCBC Board of Directors delegates to the CEO full authority to make determinations regarding the interpretation and application of severance pay for employees who are dismissed or terminated. Any severance payments made to an employee will be paid from only allowable funding sources.