

# COCHISE COUNTY

## Merit Rule 6: Separation of Service Effective: July 1, 2020

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***Public Programs...Personal Service***

## Development Process

- Draft prepared by staff work group early May
- Reviewed by Department Directors on May 15
- Sent to Elected Officials on May 22
- Held meeting on June 3 with Elected Officials and written comments received
- Revisions approved by Merit Commission on June 11



# Resignation

## **Current**

- Rescind resignation through Department Directors
- An employee who fails to give 10 days' notice is ineligible for rehire for 10 years. Appeal to County Administrator.

## **Proposed**

- Rescind the resignation per Appointing Authority approval.
- Remove 10-year ineligibility; replace with statement that past personnel records reviewable to hiring manager.



## Layoff/Reduction in Force

- Occurs when a position is eliminated without intention of replacing it as a result of shortage of funds, reorganization, or reduced demand.
- Revision seeks to improve equality, transparency and accountability for decisions related to this course of action.



# Reduction in Force

## **Current**

- Overall, the current layoff procedure is an internal process within County Administration.

## **Proposed**

- Section titled Reduction in Force for clarity.
- Appointing Authority identifies the need for a RIF and directs the planning process.
- Appointing Authority presents recommended RIF plan to Board of Supervisors (public meeting).



# Reduction in Force

## **Current**

- Department Directors consider factors like funding, qualifications, skills, seniority, performance and needs of county.
- Factors are not weighed; at discretion of Department Director.

## **Proposed**

- Appointing Authority develops a RIF plan that includes specific details on process, positions, financial and service impact, timeline and other alternatives.
- RIF decision based on needs of County, job performance, and financial consequences.



# Reduction in Force

## **Current**

- Layoff terms emphasize opportunities for appointment to other vacancies, either competitively or non-competitively.
- Layoff actions affect employees in order of temporary, probation and permanent.

## **Proposed**

- RIF'd employees may seek other positions through competitive recruitment process.
- All employees considered equally, regardless of hiring status.



# Reduction in Force

## Current

- Layoff notification no later than 10 days prior to action.
  - Duration < 1 year = reinstatement
  - Duration >1 year = rehire.

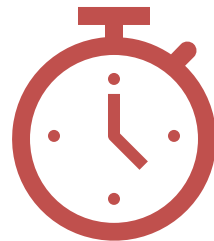
## Proposed

- RIF notification at least 60 days prior.
- RIF is permanent elimination of position.



# Furlough

- A furlough is a planned event requiring employee to take unpaid leave to absorb reduced funding, lack of work or any budget shortfall.



# Furlough

## **Current**

- Furlough process does not exist in County Merit Rules or HR policies.

## **Proposed**

- Action authorized by BOS
- Notification 60 days prior; Duration no longer than 6 months.
- No work or training performed while on furlough
- Exempt employees furlough in full-week increments.
- No involuntary terminations of furloughed employees



# Furlough

## Current

## Proposed

- Health benefit premiums paid by County when furloughed for entire pay period.
- Employee moved to unpaid status – leave accruals affected.
- Policy on *Employment with Other Employers* still applies.



# Involuntary Termination

## Current

- Titled “Dismissal”

## Proposed

- Change heading to Involuntary Termination
- No substantive changes; minor edits for clarity.



## Inability to Perform Duties

- Changes to language and phrasing to improve clarity.



# Retirement

## Current

- No timeframe for notice of intent.

## Proposed

- Sets notice of intent to retire deadline of **30** days prior to separation.



# Termination During Probation

- Changes to language and phrasing to improve clarity.



**COCHISE COUNTY**

**Questions?**

