

HR-8-03. Reduction in Force.

A. General. Reduction in force shall follow fair labor practices and comply with all applicable anti-discrimination laws.

B. When possible, temporary, seasonal, limited and original probationary employees shall be selected for reduction in force over regular status employees.

C. The City Administrator shall establish guidelines for a reduction in force when this policy does not specify the procedure, which may include but are not limited to reassignment of positions, transfer, and offering a lower pay grade to a regular status employee. The City Administrator shall instruct Human Resources Director to carry out the reduction in force.

D. Employee request for review. A regular-status employee who receives a reduction in force notice resulting in the employee's transfer, reduction of wages, or separation due to a reduction in force may request a written review within 3 days of the notice. The request for review shall be based upon an error, contain specific information concerning the error involved, and include a proposed resolution of the problem. Human Resources shall review the request and respond to the employee within 5 working days after receipt of the request.

E. There is no grievance or appeal right for reduction in force actions.