

**FORSYTH COUNTY**  
**REDUCTION IN FORCE AND SEVERANCE POLICY**  
**(Rev. 8/27/12)**

**I. Reduction in Force (RIF) Policy**

- A.** A Reduction in Force is the separation of an employee due to lack of work, reduction in or elimination of funding, or due to reorganization. When it is determined that a Reduction in Force is necessary, the Department Manager, in consultation with the Human Resources Director, shall recommend to the County Manager which position(s) will be affected by the reduction in force. The separation date due to a Reduction in Force shall be the date indicated on the Notice of Reduction In Force provided to the employee. The departments of Public Health and Social Services will adhere to the Reduction in Force requirements and procedures under the State Personnel Act.
- B.** The Department Manager involved and the Human Resources Director shall advise and provide recommendations to the County Manager, as to which positions and employees are affected.
- C.** The County Manager has the final authority to institute a Reduction in Force and to determine the position(s) to be separated due to a Reduction in Force, consistent with his or her authority or control, when making his or her decision. The County Manager may delegate authority to the Department Manager involved, in consultation with the Human Resources Director, to make the final determination(s) as to which positions will be affected by the Reduction in Force after consideration of the following factors, but not limited to the following factors:
1. Type of employee appointment;
  2. The need for the position's role and/or services relative to the needs of the organization;
  3. Employee's knowledge, skills, credentials, and job performance;
  4. Employee's length of service with Forsyth County; and
  5. Whether employee volunteers for Reduction in Force.
- D.** Employees who are subject to a Reduction in Force shall be given as much advance notice as possible of the anticipated Reduction in Force.

## II. Severance Pay Policy

A. Severance Pay is defined as payment by an employer to an employee beyond their base pay upon termination of employment due to a Reduction in Force.

### B. Eligibility Requirements

1. When an employee is separated due to a Reduction in Force, Severance Pay shall be offered to employees eligible to participate in Local Government Employees' Retirement System (LGERS) who have successfully completed a minimum of two (2) continuous years of service with the County without a break in service from their most recent employment date and working an average of at least 20 hours per week.
2. Employees in any of the following categories shall not be eligible for Severance Pay:
  - a. Employees who are not eligible to participate in the LGERS; or
  - b. Employees with less than two (2) continuous years of service with Forsyth County without a break in service from their most recent employment date; or
  - c. Any employee for whom the County has arranged comparable employment with a non-County agency as part of a Reduction in Force; or
  - d. Any employee who declines an offer of comparable employment by the County prior to his/her date of separation as part of a Reduction in Force.
3. Employees will be required to sign a release of the County in order to receive Severance Pay.

### C. Severance Pay, COBRA, and Re-employment

1. Severance Pay shall be paid in one lump sum according to the following schedule:

<u>Years of Service</u>	<u>Lump Sum Payment (Salary and Health Insurance)</u>
2 - 3	2 weeks of base pay and 1 County bi-weekly health contribution
4 - 5	4 weeks of base pay and 2 County bi-weekly health contributions
6 - 9	6 weeks of base pay and 3 County bi-weekly health contributions
10 - 14	8 weeks of base pay and 4 County bi-weekly health contributions
15 - 19	10 weeks of base pay and 5 County bi-weekly health contributions
20 and above	12 weeks of base pay and 6 County bi-weekly health contributions

2. Length of service and rate of pay shall be computed as of the effective date of the Reduction in Force. Employees not participating in the County health insurance would not receive the County bi-weekly health insurance contribution as part of their lump sum payment.

3. Continuation of health insurance will be available to former employees who have been separated due to a Reduction in Force and who elect to obtain coverage according to the applicable COBRA provisions in effect when separation occurs.
4. Former employees who have been separated due to a Reduction in Force will be considered as internal applicants for Forsyth County positions for a period of six months, from the date of separation, for any position that becomes available and for which the employee is qualified consistent with County policy. Internal applications shall be submitted to the Human Resources Department.
5. An employee receiving Severance Pay shall not be eligible for re-employment with the County for the number of weeks calculated in the Severance Pay, unless repayment is made by the separated employee in advance of re-employment for any portion of the base pay in excess of the period of actual separation from the County.

For example, a separated employee who received Severance Pay of 10 weeks of base pay and health contributions, based on 15 to 19 years of service, who is re-employed after 5 weeks would be required to repay 5 weeks of base pay (not to include the employer contribution of health insurance payment).

In the event of re-employment, the new salary and benefits will be determined based on County policy.

This policy supercedes all prior Reduction in Force and Severance policies adopted in Forsyth County.