

Reductions in Force

→xo_____

Scope: Who is Covered by this Policy?

D 7 K H 8 Q L Y H U V L G H W L H W M P H Q I H V Z K D H O V O K V H U H [D V O D V F N D Q R G I X G
V K D O O I L O H D V R V O D D M C H P B Q W R X S S D R A U L V Q L Q U W G K R F W K P H H Q V
X Q L Y H U V L W \P V D S S S R U L Q R W L Q J R D X H M Q I G R R Q Q L W H K H O D \R I I Q

E \$ V X V H G L Q W K D V F G N Y L V I X R Q Q G V D P H D Q V V K D K H D 8 Q L Y H
F X U U H Q W R U S U R M R H F I W G L Q H I W F L H P Q I R Q W D R Q / X X W D H
S U R M H F W H G O H D Q I G V R & H W D W D L L R Q Q V 7 Q R W V J H F T M K I L R Q I
D Q \ W U D Q V I H U R I P R Q H \ Q E R I W G Z H H U H Q V R X H Q Q F X H R W D G H I L
S U R M H F W H G G H I L F L H U Q F J U D K H I Q H H F Y H H U Y B V S K X D Q G L Q J W K
J U D Q W R U V L P L O D D F I N H R K D X Q Q L G V P V D O O R D U E W K S H U H V X P H
S R V L W L R Q V D V V L J Q H R G H M R V Z Q B Z R K U H N H X P Q G R I W W K H J U
V L P L O D U P H F K D Q L V R Q I W R H D X Q Q G U I Q D Z L W W K B Q D Z Q G P

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V H [M # • D € 0 P V W V D Q G

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G L Y L V L R Q D

V G F R R D p V A M V E R E P P P C V • Q U H € A B p S Q M A p I D E U @ 0 P A V W D U S H D Q G E M H Q F W H D p
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G H W H U P L Q H G D W M K U W L W L P S H U W R & R V & Q L W R D E R O L
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8 Q L Y H U V L W \ ¶ V H V W V P D Y W Q J G V D Z P L R W K Q W H R V S H F W W R
E H Q H I L W V D Q G R W F K L H D W P D Q W Z \ M M U K V W D K V H W R E R O L V K
S R V L W L R Q H [F H S W R M K H D F A R Q W K P H \ U D H V D V R F F Q D W H G Z L
S R V L W L R Q ¶ V D E R O P L D A K P H C E D V L H Q G V R & Q D M G K H 8 Q L Y H
H V W L P D W H G D P R X Q K W U R H V S B I F W Q W R Z M D M O D U \ D Q G
R Q O \ L I

D (L W K H U W K H 8 Q M V Y L H Q U V D S S P U R S S I H D W L R Q K D
U H G X F H G E \ D Q H H [J H F V X O M D V Y L H Y R U D D W L R Q R U V
8 Q L Y H U V L W \ K D V R D M F I X F W U H Q Q W H R U F S M Q F \ L Q I
P D L Q W D L Q F X U U H Q W R U S U R M H F W H G O H Y H
R S H U D W L R Q V

E W K H 8 Q L Y H U V H W R I I W O X H H V S D R V Q L R W L L R Q P W K D E R O
W K H G L U H F W R U R M H D U G R L F Q I V V Z M L U D K W L Q Y R Q H \ H D
R F F X U U H Q F H R I W F K H F D X S P S C M L F Q E I O K G H V F U L E H
G L Y L V L R Q D L R I W K L V V H F W L R Q

LL 7 K H I R O O R Z L Q V Z K U H L Q F D L S Q H F X D S / S Q D Q Q H G H V F
G L Y L V L R Q D L Z R I X Q K L W H V H F W L R Q D X W K R U L H
8 Q L Y H U V L W \ W R P Q R D Q L Q K W R S D V L R W L H W K H K R O G H
S R V L W L R Q X Q G H U W R K Q V W Q K L H Y B Q L R Q U E G L W H M \$ V H V W
D P R X Q W R I V D Y L Q W V W Z R W D Q D H U A S B Q G E H Q H I L W V

D 7 K H S R V L W L R Q P K D D D R D Q H L V G K P Q H Q W Q V J R R G I D
Q R W D V D V X E W H U I X J H I R U G L V F L S O L Q H

E , I D F L U F X P V W D Q F H D I I D E L R Q ¶ V A D P S J L D

1 R W Z L W K V W D Q G L Q J R Y D Q A L I R Q Q R M U M D K U H S R E F H S G O X D F H H B H Q F M U S E
L Q W K L V U X O H I R U S I D P S F O R R M M K V H W I R P G S L O O R D A H R H V G X K U H L Q J D
8 Q L Y H U V L W \ P D \ H V W D E O L V K D S D S H U S O D \ H R H I N S Z L K R R F B V W
W R E H O D L G R I I R E H G U W S Q D E H G P E D H I R M U K H H I W K S I D G S D H W H O D I R
W R S U H V H O H F W G K M S O D R F S L V Q U R R Q W K I H R W H P S O R \ H H V

C. Layoff procedures

: K H Q H Y H U D U H G X F W L R Q L Q W K H Z R U N L I W U F I K D Q O Q G I R A V Q B U
Z K L F K F O D V V L I L F D D M V B R Q Q R U W F K H D D Y A C Q D I R E F Q D \ B Q Q W K H Q X P
H P S O R \ H H V W R E H H O D F I K G D R I I H F Z W W G L Q O D V V L I L F D W L R Q

7 K H R U G H U R I O D \ R I N K Q O M K B M L H Q D S X D Q H W R Q R I O F H R Q W L Q X R X V O I
8 Q L Y H U V L W \ V H U Y Q R S H D Q G I L P F D V H Q Q F L Q Q W P H H Q Y W F W \ S D I S S R U L V L P I
R W K H U I D F W R U V R M Q V H L G Q U V H D S \\$ M R S F H U D V M \ H I V W W D H E Q L Q L K H V U
H I I L F L H Q F \ D V D F W I H V G H I L Q P G Q W W I R U P H A Q L I Q I R B U H G P H S U O R I H O H D F U H
I R U H I I L F L H Q F \ P D U H E H W K R D U Q Q R H Q R S H Q W H Q X R R V W R D V P D L O 8 Q R Y H
V H U Y L F H

D. Layoff order

) R U W K H S X U S R V H D R I I X M O K L W V G P M L H V P S Q R K D H D V Q F D Q S H R Z I K Q W P H Q
D W O H D V W V L [R Q R I Q W K D W G O X W D V W L K R X U V S H U Z H H N

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\$ W O L D P L 8 Q L Y H U H M L W K D I O P O S D R \ O D U G L Q I W K Q V W K H F W W B Q
W K H S U L P D U \ D S I S D R W Q W P U H L Q V R I S D U W I W Q D H W W P I R S R U D U
W H P S R U D U \ W K H Q I S P Q D M W L V P K H S Q U S E D W W W L K H H Q S I H K L O P D Q H I
S U R E D W L R Q D U \ D Q G W K H Q I X O O W L P H S H U P D Q H Q W

/ D \ R I I V V K D O O E H E D Q V H R Q V X S R Q P I E R Q Q W F Y H B V I G M U V E H W Y Q Q
Z L W K W K H H P S O R \ H H D I V K M D F R Q J W W Q Q X H R Q V V H D P L F & Q D Y Q I G U V L W
F R Q W L Q X L Q J W R W K W K H H P P S O R V H H F R Z Q V W L I Q M R K W V O V B B Y L 8 F Q H Y
O L V W Z L O O E H F R P S L R O U H G H I U Q , Q H F B H K Q G D Z K U H H P M S O R R R H H V
K D Y H L G H Q W L F D O F R Q Q W H Q X B W V V H D P M L H F S H W K K D H O W L E H H E W I K H
O R Z H V W O D V W I R X S J O G L H H W V V R R F A L D H O W V P H F W X X G W Q V Q X P E H
H P S O R \ P H Q W L V H [F O X G H G

(PSOR\HH V K D O OH Q R \WW \ RW KWHK 8H UQ MWHQ W K R Q U W R
GLVSODFHPHQW U LG Q WW D ZW MUK LQH F I H Q I J Q R PMSLOFRM HRH V
ZKR DUH HLWKHU \W I SHRUHLGW DRYQD R D QF DSQO Q L W IS CZD FMK WKKHH
OH DVW FR QWL Q X R X W I U D E H B Q Q Y W K MD W M R Q F C Q D G V W X O L C F W
HTXLYDOH Q F) 7(R X V S R V D L F M H S Q W R M U M K F D D O O O O O O I B U J K \W D Q
HPSOR\HH GH F O L Q HKH DV B R M L F M O L D R V Q I L Q L R Q D W I G R Q I H M K H D Q W L V
W K H HPSOR\HH Z L O W D R M D H L R Q H Q D A L Q J W H K I F Q M W R Q W K H H U E Q D V V L

1 R HPSOR\HH V K D D Q Q B PGSLOVRS Q D F I H R U Z K R Q D V S V R L V L F D V R Q R Q U
W K H U H D U H E W U R V Q L V Q S H S R B M I T F X D Q Q I L P F D W M B Q Q L V D K H G E \ W
8 Q L Y H U V L W \ R U E V E H R / Q M D E D S B V R H F B Q D D O W T R Q O I X I Q E H V V W K
HPSOR\HH GH V L U L Q R W K R H Q L H P S S O O D F V H H D Q R X V W H W H V W K H U
S R V L W L R Q V L S P H X F P L I L X F D P O L Q L F D W L R Q V D R V L W M K F D V B R R Q W L R Q

'LVSODFHPHQW U H O D W H G W R W K H D V E S R O O D F V H K P H H Q Q W W R I I D D G
HPSOR\HH Z L W K L Q I W M X U V L D P H F O N D L V R Q P G K Q I W W R I V S R M L D M E L P R Q
D Q G W K H R S H U D W L R V Q K D O V Q L R W F E K H D S D R M V W D Q X H H G U W R E H

5 D W H R I S D \ I R U D Q Q R H Z P L S Q Q R G H L W S Q D F H H P H H Q I W H U \$ Q L V H L P Q S J O R
GLVSODFHPHQW U S J R K M W W V R Q D R Q R D Q U H I S D V R V D H U I S V X S V D F
O D \ R I I R U D E R O L V K P B Q D W F F R K D Q Q J E W R S W R S I H & Q / L D W H I L R / Q W
S O D Q

F. Order of Displacement

/ D L G R I I HPSOR\HH V D Q Q S H O P D S F O H R G H D H W D R I U H Z M X R O W D R I H D W Q D \ U L J
W R GLVSODF H V K D G O L O V S I Q H D U F F I L P V H Q W K O I R J K L V Q V R Q G M K L H I R O

'LVSODFHPHQW V Z L W K E Q W L R I Q F D Q H P D S Q Q S \ R H I I L R M V G R V E S H D
P X V W I L O O D Q D Y D I K Q D E V K H Y D B D R Q I F M Q B W V D G D F Q M F L R H Q L V W V
W K H HPSOR\HH P X V M Q G L L W S Q D F K H D L F M Q M V Q D I R D I W L R Q L Q
M X U L V G L F W L R Q

'LVSODFHPHQW V Z L W K E Q W L R I Q F V O H D L B V V \$ Q D F H P G S O E R \ B Q
HPSOR\HH S R V V H V V L Q J P I R D U P H L F B R Q Q W H Q X B W E A R H U Y L F H V K

SURFHVV VKDOO FRQFHILQJHY WDUUQRZQWJEQDWKHILFDWLRFODVVLILFDWLRCWDWULHQLWLOQWIRHHOBDRWHFRZQWWIKQWROLDPL8QLYHUVLWHLIRZYLFWHFQDWWDMVFLIDWFEDQLRRIQWKHUHKDV EHHQ UHDQKHFQHQDGSU\LIODLG RII

'LVSODFHPHQW USLQIRWVHHSIUDQLHRPXVODIWHWSOOFHPSO,RVH KDV H[HUFLVHG KLM PRHQWHWLGLWSO DMRHEHHPSOLRGHRHILR/UW GLVSODFHG GXH WR DI VVW&MHTPKSHQRW HODQWR GILV&WDYFVHRDHE LQ DFFRUGDQFHFDLWLRQKURFPOZKVLERLKLUHWGKNSZO DFSURYLGHG KRZHYHU WUKHJ KHPVS OVRH JKHQPSDWRHPPHQWLRQKLV SUHYLRXV FODHMPASLOIRFBMILVRQCLAVBIDUFRHPPBQS/WUHWUJRMMW KHOG FODVVLILFDWWRQDVKQDHOHBLJLVSZLWWRQWKHJGQWHLQBRIRULJLQDO OD\RIIVRURQIXQSMOLOFHWXHFTQVMHPHVWDWHRMHHGP SOIURPDOD\RIIOLVW

G. Continuous service and efficiency—General

OLDPL 8QLYHUVLWQXRLXVOVXHUVHYERQWLWKKWKH 8QLYHUFQ_____ \$QHPSOR\HHTV OHQJWK RI FRQWLQXRDXFHOLDPL 8QLYHUVLHGIURPRQWLQDQRWRMDQURLWGHUWHDRNQRQWHDQYLFREFFXUVEHWZHHQWUDQVIHUVRU DSSRLQWPHQWV
E_____,IWZR RUPRUHHPESOORGHQWKDFDQFRQYHLOVXLRWVOLDQVHUYLFHWKHWLKIEUHPDSNOHRUHZLCOWENHWWKRHXORCZHJLWVODRIVRFLDOVHFXULWQXPEHU

H. Verification of Continuous Service

(PSOR\HHVVKDOVQJHVOIDLGRRODIZLQJWSUPRFLVFVIRUFRQVLGHUDWLRCRYILFRQYRILQXARKXHVSXHRSQRVYHQRIRWHTGXFWLμFRQWLQXRXVOLDPIL8FQHLYHQQDDOMO\WAKBHQRLDUSLSIRQQWPHQW

D Q G F R Q W L Q X H S O X Q \ W H O T \ Q W H / P L V G L V L F K D D I L G R I R I E H \ D X Q W K H U H F D O O S H U Q R M G R Z D R L L O N V I W R P U D \ W H D S I S D R V H Q F O H R D U U H W L U H V 6 W X G M Q W H H P S I O H R V P H Q [F O X G H G

& R P S X W D W L R Q R I F B Q I M L K Q U V R L X W \ O M H D U P N U L V F L H W \ 7 K K D 8 Q Q L Y F R P S X W H W K H W R W B D F C R L Q M H I L Q / X R V X W B H U D S L O F R H H R U L Q I D M F K K H F O D V V L I L F D W L R Q Q D V D R I H R W H S G R V E L V D L R Q Q O D X E G R L Q Q L J V W R K H H Q W L F O D V V L I L F D W L R Q Q F H L Q H Z Q K W F P K D G R F S Q U U Y \$ F E H U I D D V N G I H Q L Q H H G D E R Y H Z L O O U H V W I D V U F A R Q W H Q X F R S X O / R Q H V B R U L Y I B Q H L Y H U V L W \ O R Y H P H Q W L Q W R F D M G H G R F X O D V R V L D I L F H D 8 V Q L R Y Q V V D Q F H K D M K H F U H D W H G W K H O L V Q X R K \ H Q D M K S R Q L F Y R H Q M Q L G W H P V S H Q U R M H H V W K H 8 Q L Y H U V L W \ P D U Q R W H K H B S C L Q W R M D L Q H M F R W R I C R X W F O D V V L I L F D W L R Q V E W L P R H Q D V Q V L Q W S I D R D B D Q H I P R H W L R Q V O X Q S R V L W L R Q F R Q W U R O H Q X D P O E I R U F I D Q J H V L Q F D W L R Q F K D Q J U H D V V L J Q P H Q W V

1 R W L F H R I O D \ R Q W G I D \ Q S G O D E F H R O H D P H F \$ Q R S U V I L R Q K H R Q R W L F H R I O D \ R I I V R W B L H V S S O D R V H H P H V Q V G D V O R O V E K H I R G U L Z D H U F C M U H V X O W L Q J I U R P D O D \ R I I

I. Layoff jurisdictions

7 K H R U G H U R I O D D F R P I H D Q Q G V G K L D V S S O D I S S M O X U Z I V G K E Q / L O R D Q R R I W K H O D \ R I I M X C I H V G Q F V W L L R Q Q W K I R Q R P I R X M L R D Q Q G V O D X R M I D Q G G L V S O D F H P H Q W Q H O S D I S R F O H G R X Q B W Z Q K D M L L Q R Q H I I M F X W H E \ W K H O D \ R I I

7 K H O D \ R I I M X U L V G L F W L R Q V D U H D V I R O O R Z V

D 2 [I R U G & D P S X V \$ F D G H P L F \$ I I D L U V . ° H G X U H V V K D

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E 7 K H H I I H F W K Y H O G D R M I H R R U V L V S O D F H P H Q W

F 7 K H H P S O R \ H H ¶ V Q O X R Q J M W \ K L B P I F R S Q W Y H U V L W \ V H U Y L

G 7 K H U L J K W R I W D X S H P S O O R \ O I D H \ R M R R W R G L W K S I O D Y F M H D P W H C
S H U V R Q Q H O E R D U G D R W W H K Y L B S S D H Q D G O V S R W W W F E D H U I N L H C G

