

**RIVER VALLEY COUNSELING CENTER, INC.**

**POLICY/PROCEDURE # HR10.08**

**SUBJECT: REDUCTION IN WORKFORCE**

**DATE REVIEWED/REVISED: 11/98, 12/04, 3/16, 11/18, 5/20**

**POLICY STATEMENT:**

If a reduction in force becomes necessary, the following will be the policy that will apply.

A. Order of Reduction in Force

Employees who have completed their orientation and training period will be laid off by job classification within a department/program. The employee with the least amount of total RVCC seniority will be the first to be laid off in each job classification. Employees who have received two or more verbal and/or written warnings or a disciplinary suspension within the past twenty-four months may be laid off first, regardless of seniority. RVCC Administration will decide which job classification will be reduced and to what extent.

Employees who are within their orientation and training period, as defined in Policy HR10.05, will be terminated rather than laid off.

**Seniority**

Total RVCC seniority shall be the total number of paid hours from the date of hire.

**Job Classification**

The job classification shall be the employee's job classification as recorded in Human Resources and payroll records.

**Department/Program**

All staff is assigned to a particular department/program or multiple departments/programs.

B. Benefit Status Upon Layoff

1. Any employee who is laid off shall be paid any earned personal and vacation time through the last day worked.
2. Federal regulations pertaining to COBRA will apply.
3. All other benefits cease as of the last day worked.

C. Recall

Employees will be recalled by department/program, job classification, and seniority in the reverse order from which they were laid off, provided they have not lost seniority.

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**D. Benefit Status Upon Recall**

Employees will be entitled to the following benefits upon recall, provided the employee has not lost his or her seniority.

1. If the employee being recalled was covered by health, dental, life or long term disability insurance, such coverage will be reinstated effective the first day of the calendar month following recall, provided RVCC still offers such benefits.
2. Upon returning to work the employee shall have that amount of sick leave credit which was accumulated prior to layoff.
3. All other benefits will go into effect as of the first day worked upon recall.

**E. Loss of Seniority**

An employee shall lose all seniority and be considered to be terminated:

1. If an employee fails to return to work when recalled from layoff. Notice shall be by registered mail to his or her last known address;
2. If employed less than six months, a failure to be recalled from layoff for a period equal to the employees seniority accumulation;
3. If employed more than six months, failure to be recalled from layoff within a six month period from the date of layoff.