



## OFFICIAL POLICY

9.2.2

REDUCTION IN FORCE POLICY

10/5/2020

### **Policy Statement**

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE OF CHARLESTON THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE OF CHARLESTON RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT**

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### **Policy Manager and Responsible Department or Office**

Human Resources

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### **Policy**

#### **I. Purpose and Scope**

The purpose of this policy is to prescribe the manner in which covered employees in State government are released in an equitable manner should a reduction in force become necessary. A reduction in force may require the separation, involuntary demotion, reassignment, or reduction in work hours of the College of Charleston's covered employees. A reduction in force does not apply to non-covered employees (e.g., probationary employees, temporary employees, temporary grant employees, time limited project employees, research grant employees and employees exempt from the State Employee Grievance Procedure Act). The College of Charleston may implement a reduction in force for one or more of the following four reasons:

- A. Reorganization;
- B. Work Shortage; or
- C. Loss of Funding; or
- D. Outsourcing/Privatization.

## **II. Management Decisions**

The College of Charleston shall determine the following items prior to developing the reduction in force plan:

- A. What is the reason(s) for the reduction in force;
- B. What areas(s) of the College of Charleston are to be impacted by the reduction in force [Competitive Area(s)];
- C. What State class title(s) within the competitive area(s) are to be affected [Competitive Group(s)]; and
- D. How many positions in each State class title(s) are to be eliminated.

## **III. Competitive Area(s)**

The College of Charleston shall determine the competitive area(s) the reduction in force will impact. The College of Charleston should establish a competitive area that is clearly distinguishable from the staff in other areas and where the interchange of employees would not be practical. This competitive area may be the entire College of Charleston, a department, a unit, or a geographical location.

## **IV. Competitive Group(s)**

The College of Charleston shall determine the competitive group(s) based on the State class title(s) within the competitive area(s) that the reduction in force will affect. If the reduction in force is to apply to more than one State class title, each State class title will be treated separately, except where the reductions are to be made in a State class title series (e.g., Auditor I, Auditor II, Auditor III, Auditor IV, Audits Manager I, Audits Manager II) or in State class titles that are part of the College of Charleston's customary career path (e.g. Administrative Assistant, Communications Coordinator, Program Coordinator II, Program Manager I).

## **V. Position Identification**

The College of Charleston shall identify the position(s) within the competitive area(s) and competitive group(s) by identifying the following information:

- A. State Class Title;
- B. State Class Code;
- C. State Band Level;
- D. Total number of positions in the State class title within the competitive area; and
- E. Total number of positions in the State class title within the competitive area to be eliminated.

## **VI. Retention Points**

The College of Charleston shall calculate retention points for covered employees in the competitive area(s) and competitive group(s) to be used in determining which covered employees are to be involuntarily demoted, reassigned, have reduced hours or separated. Retention points shall be based on the total scores of the two most recent annual performance appraisals and the length of continuous State service. The sum of the retention

points for performance and length of continuous State service are the total retention points that an employee uses in the competition.

A. Performance Appraisal Points

The College of Charleston will determine the total score for an annual performance rating by using the following numerical values assigned to the EPMS performance ratings:

Exceptional 3

Superior 2

Satisfactory 1

Unsatisfactory 0

If the College of Charleston did not complete an annual performance appraisal for an employee, the College of Charleston will assign one point for Meets Performance Requirements. However, for any covered employee that has been in a position in the same State class title for two or more continuous years, and if the covered employee received a higher than Meets Performance Requirement in the preceding year, the College of Charleston will assign the points corresponding to the higher performance rating. If the covered employee's most recent performance rating is a Below Performance Requirements rating (0) which is more than two years old, the College of Charleston will assign the points equivalent to a Meets Performance Requirement rating.

B. Continuous State Service Points

Covered employees will receive one retention point for each year of continuous service after completion of a 12-month probationary period. Six months or more of continuous service will be considered as one year of service and less than six months of service will receive no retention points.

C. Exception to Procedure for Retention Point Calculation

If every position in the competitive area is being eliminated, the College of Charleston is not required to calculate retention points. For positions reestablished within one year of the RIF, in the same competitive area and in the same state class title, the College of Charleston must calculate retention points at the time of recall or reinstatement. The College of Charleston must calculate retention points using continuous state service and performance appraisal points based on the effective date of the reduction in force.

**VII. Sequence of Reduction in Force**

The order of the reduction in force of covered employees in each State class title(s) shall be determined by the total number of retention points for each employee. If two or more employees affected by a reduction in force have the same number of retention points and not all are to be affected by the reduction in force, the College of Charleston hire date will determine the order of the employees affected. Bumping rights are provided for covered employees who have accumulated more retention points than those with whom they are competing. Under no circumstances can an employee gain from a reduction in force. Bumping rights are provided only downward.

**VIII. Retention of Necessary Qualifications**

No employee with a lower number of retention points shall be retained in preference to another employee in a competitive area(s) and group(s) with a higher number of retention points except when the College of Charleston determines that a Retention of Necessary

Qualifications applies. If an employee is competing for a position that is not being eliminated and the College of Charleston asserts that an employee with higher retention points who has rights to be placed in that position cannot satisfactorily perform the duties of the position within a reasonable training period, the employee with lower retention points may be retained in preference to the employee with higher retention points. The College of Charleston may determine that the employee with higher retention points will not be able within a reasonable training period to satisfactorily perform the duties of the job based on the lack of knowledge, abilities, skills, supervisory responsibilities, or necessary experience. When a Retention of Necessary Qualifications is used in a reduction in force plan, justification for this retention must be documented and approved by the College of Charleston prior to submitting the reduction in force plan to the Budget and Control Board's Office of Human Resources (Office of Human Resources) for review and approval for procedural correctness. The College of Charleston should retain documentation to support any retentions made on this basis.

## **IX. Writing the Reduction in Force Plan**

Once the College of Charleston has made the decisions outlined above and prior to the implementation of a reduction in force, the College of Charleston President or his designee shall develop the reduction in force plan. This plan must include the following:

- A. The reason for the reduction in force;
- B. The identification of the competitive area(s);
- C. The identification of the competitive group(s) [State class title(s)];
- D. the number of positions(s) to be eliminated in each State class title;
- E. A list of the covered employees, in order of retention points, in the competitive area(s) and competitive group(s) to include the following:

- 1 Name;
- 2 Age, Race, and Gender; and
- 3 Retention Points;
- F. Justification of any Retention of Necessary Qualifications used in the reduction in force plan; and
- G. The College of Charleston's efforts to assist employees affected by the reduction in force.

## **X. Approval Process**

Once the reduction in force plan has been completed, the College of Charleston shall submit the following information to the Office of Human Resources for review and approval for procedural correctness: The reduction in force plan as outlined in Section IX;

- A. An organizational chart including each position (designated with the State class title and incumbent's name) within the competitive area(s);
- B. A copy of the College of Charleston's reduction in force policy; and
- C. A sample letter to employees affected by the reduction in force including information as outlined in Section XI, along with:

- 1 A list of the employee's recall and reinstatement rights;
- 2 The College of Charleston's procedure for the recall of an employee; and
- 3 The employee's grievance rights.

## **XI. Implementation of the Reduction in Force**

The College of Charleston shall communicate the following information to each affected employee after the Office of Human Resources approves the reduction in force plan for procedural correctness and before the reduction in force becomes effective:

1. The reason for the reduction in force;
2. The competitive area(s) and competitive group(s) in which the employee competed;
3. The benefits to which the employee is entitled and the manner in which the reduction in force will affect the employee's State benefits, (e.g., health insurance, optional life insurance, retirement);
4. The employee's reinstatement rights, (e.g., reinstatement of all sick leave; option of buying back all, some, or none of the annual leave at the rate at which it was paid out);
5. The employee's recall rights to any position, within the competitive area, that becomes available in the same State class title as the position the employee held prior to the reduction in force;
6. The manner in which the College of Charleston will notify the employee of any such vacancies; and
7. The requirements of S.C. Code of Laws Ann. Section 8-11-185, which requires the College of Charleston to report information about the employees (separated) in a reduction in force to the Office of Human Resources.

## **XII. Recall and Reinstatement Rights**

An employee affected by a reduction in force has recall and reinstatement rights to a position in State government for one year after the effective date of the reduction in force. At the time of recall or reinstatement, the College of Charleston will reinstate all employee benefits, including the employee's accumulated sick leave, and will provide the employee the option of buying back all, some, or none of his annual leave at the rate it was paid out at the time of the separation.

### **A. Recall Rights**

If a vacancy occurs within the competitive area which is in the same State class title as the position the employee held prior to the reduction in force, the College of Charleston will recall employees in the inverse order of the reduction in force. The College of Charleston will notify the employee in writing of the job offer and recall rights. If the employee does not accept the job offer within ten days, the employee's recall rights are waived.

### **B. Reinstatement Rights**

An employee affected by a reduction in force may apply for any State job for which he meets the minimum training and experience requirements. Should the employee accept a job offer to a Full-Time Equivalent (FTE) position which receives benefits, he is entitled to the restoration of employee benefits. These benefits include the employee's accumulated sick leave, and will provide the employee the option of buying back all, some, or none of his annual leave at the rate it was paid out at the time of the separation from the College of Charleston where he was previously employed. If the employee is reinstated to another position, he still retains his recall rights to a position in the same State class in the competitive area.

## **XIII. Grievance Rights**

A covered employee who is affected by a reduction in force has the right to file a grievance to the College of Charleston and an appeal to the State Human Resources Director only if the

grievance or appeal is based on improper or inconsistent application of a reduction in force policy or plan.

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### **Departments/Offices Affected by the Policy**

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### **Procedures Related to the Policy**

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### **Related Policies, Documents or Forms**

<b>Issue Date:</b> 8/4/08 <b>Date of Policy Review:</b> 10/5/2020	<b>Next Review Date:</b> 10/8/2025
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### **POLICY APPROVAL** **(For use by the Office of the Board of Trustees or the Office of the President)**

Policy Number: 9.2.2

President or  
Chairman, Board of Trustees



Date: 10/5/2020