

### **Request to Abolish a Position**

1. Upon notification of grant funds reduction, General Assembly mandate, reorganization or redistribution of duties (filled or vacant position); discuss with your Division of Public Health Business Officer and submit a completed Reduction-in-Force (RIF) Plan and Composition of Workforce Worksheet to the Human Resources Office. (See Attachment 1 & 2)
2. The Human Resources Office will review and submit the plan to the appropriate contact in the Budget Office of Public Health for approval of the plan
3. After the Budget Office has approved the plan, the Human Resources Office will submit the plan to the Human Resources Office at the Department of Health and Human Services for review/approval.
4. The Human Resources Office at the Department of Health and Human Services will provide written approval of the plan, at which time a 30 day written notice must be given by the appropriate administrative authority to the staff member affected by the reduction in work force if the position is filled.
5. Once the Division of Public Health's Human Resources Office has the written approval from the Department and have received written notification from salary control in the Public Health Budget Office, Human Resources will proceed with processing the abolishment of the impacted positions.
6. Human Resources will complete a spreadsheet with all of the approved positions (if filled, will have to wait until position has been vacated), and submit to Best Shared Services to complete the abolishment's.

\* For further information, refer to the Reduction in Force Resources page: <http://www.oshr.nc.gov/Support/RIF/index.htm>

## REDUCTION-IN-FORCE PLAN

(ATTACHMENT 1)

Reduction-in-Force (RIF) occurs when changing priorities, budgetary constraints, or legislative actions require the Department to abolish positions or to change duties so significantly that the employee no longer qualifies. When this occurs management must submit a plan to outline the course of action and its anticipated impact overall.

<b>Division/Institution Name: Public Health</b>	
<b>Division/Institution "Acting" Director: Daniel Staley</b>	
<b>Human Resources Manager: Greg Chavez</b>	
<b>Cc: Section Chief Name Here</b>	<b>Cc:</b>
<b>Cc: Branch Head Name Here</b>	<b>Cc:</b>
<b>Cc:</b>	<b>Cc:</b>
<b>Date Plan Submitted:</b>	<b>Date approved by DHR (mm/dd/yyyy):</b>
<b>RIF Effective Date:</b>	
<b>Description or Name Layoff Unit: Section and Branch Here</b>	
<b>Location of Layoff Unit: Address of Unit Here</b>	
<b># of Positions Proposed for Reduction: 1</b>	<b># of Employees Proposed for Separation: 1</b>

**Reason for Reduction** (Please select one of the following):

### **REORGANIZATION**

- Duplication of work
- Assigned program responsibilities to other unit(s) and/or positions(s)
- Consolidation of duties and responsibilities requiring fewer positions
- Need for program and/or duties and responsibilities no longer exists
- Reduction of organizational layers
- Other (please specify): \_\_\_\_\_

### **FUNDING**

- State and/or Federal funding expired, reduced, or withdrawn
- Grant funding expired, reduced, or withdrawn
- Contract not renewed
- Loss of receipt support

### **MANDATE** (check all that apply)

- Mandated by Governor
- Mandated by the NC General Assembly

- Mandated by Congress
- Other mandate (please specify): \_\_\_\_\_

***OTHER***

- (Please explain in detail)

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**Reduction Plan Factors**

Please provide a brief explanation about how each of the following factors were considered in the proposed reduction of positions for Public Health.

- Applicable Laws and Regulations** (that caused the RIF)
- Funding Sources and Budget Guidelines** (that led to the abolishment/reduction of positions)
- Potential Adverse Impact on Employees Protected Under State and Federal Equal Employment**

**Opportunity Provisions** (as a result of the reductions)

- Impact on Program Objectives** (due to the reduction of positions)
- Possible Redistribution of Staff and Other Resources** (due to eliminated positions)
- Composition of the Affected Work Force**
  - See Composition Worksheet
- Economy and Efficiency** (achieved due to the elimination of positions)

**Identification of Layoff Unit**

Please provide the rationale for selection of the layoff unit if it is different from the factors listed above.

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**The Layoff Unit is** (check one):

- an entire division or institution
- an organizational unit within a division or institution
- a geographical or regional unit
- a program unit
- a single position

**The factors used in separation decision** (check all that apply):

- type of appointment (full-time, part-time, probationary, etc.)
- total length of State service
- relative efficiency (comparison of employees' performance evaluations and any documented disciplinary decisions)

