

## **REDUCTION IN FORCE**

The City will take proactive steps whenever practical to avoid or minimize a reduction-in-force. Such steps may include elimination of temporary service and other contract workers, implementation of a hiring freeze, eliminating overtime hours, incentives for retirement, job sharing, reduced work hours, or other strategies which may curtail expenses or hold open potential vacancies for employees whose positions will be eliminated.

In the event that regular City positions must be eliminated due to circumstances such as financial shortfalls, curtailment or reduction of services, reorganizing/streamlining operations, privatizing functions, or other situations, every reasonable effort will be made to accomplish the elimination of the positions without having to layoff employees.

When warranted, the City Manager will issue a reduction-in-force order. The order may be non-specific, identifying only a specific dollar amount or percent of salaries to be eliminated or reduced, or the directive may identify certain program functions to be eliminated or reduced.

A reduction-in-force is initiated by the identification of affected job classifications. Once done, positions within those classifications are affected according to a prescribed order of retention.

For additional information, please refer to Administrative Regulation 2.17.