

# Personnel Commission

## Classified Employment Services



### For classified employees, please note the following:

- The incumbent associated with the position control number that is not funded will be the employee impacted by reduction-in-force will either be reassigned to a new location, bumped to a lower classification, or laid off. There is not an on-site or within site seniority reduction-in-force process.
- Positions closed with incumbents who are "housed" or accommodated under the mandated Reasonable Accommodation-Return to Work program may not be vacated immediately due to the sensitive nature of the assignment.
- A decrease in hours to a position during the budget development process will prompt a reassignment for the incumbent based on their collective bargaining agreement.
- An increase or decrease in hours to a position outside of budget development will not be approved unless the employee agrees to the change via an approved Request for Change of Assignment form.
- If you are unable to fund a position control number with an incumbent, please have the conversation with your employee so he/she will not be surprised when they receive the reduction-in-force notification in June.
- To avoid a RIF notice being sent to an employee when funding is the only change, please re-fund the SAME position with the new funding if within Budget Services guidelines.