

| What to Do  | Who  | How to Do It  |
|---|--|---|
| 1 Determine that a position within the unit will be eliminated. | Unit Head or Designee, Human Resources Services, and Business Office Fiscal Approver | <ul style="list-style-type: none"> <li>• Refer to <a href="#">Policy IV.F.2</a> and <a href="#">Business Office RIF Checklist</a>.</li> <li>• Consult with the appropriate Human Resource Services representative for interpretation of policy, review of alternatives with the organization, and assistance in developing an implementation plan.</li> <li>• Consult with appropriate Business Office fiscal approver.</li> </ul>  |
| 2 Prepare written notice for the employing unit.                | Human Resource Services, and Business Office Fiscal Approver                         | <ul style="list-style-type: none"> <li>• Prepare written notice to the employee. The notice should include: <ul style="list-style-type: none"> <li>○ Reason for layoff</li> <li>○ Employee's last day of active work</li> <li>○ Dates the layoff will begin and end</li> <li>○ Amount of all accrued and unused vacation up until the date the layoff will begin</li> <li>○ Instructions for the employee to contact Human Resource Services-Employee Relations, for information about staff benefits continuation, counseling, and placement in another position.</li> </ul> </li> </ul> <p>NOTE: Contact the employment center staff to help with identifying the appropriate dates, vacation balance and accruals. HHS EC staff can complete the document to outline the vacation dates, accruals etc. (HHS EC staff - see template on our shared drive.</p> |
| 3 Notify the affected employee(s).                              | Employing Department   | <ul style="list-style-type: none"> <li>• Meet directly with staff member(s) and provide a copy of the RIF policy and written notice to the staff member(s) as soon as practical, but at least 30 calendar days in advance of the layoff.</li> <li>• Provide copies of the written notice to the appropriate Human Resource Services area, including Employment and Staff Benefits.</li> <li>• Provide copies to the HHS HR Employment Center/Stone Hall</li> </ul>  |
| 4 Prepare Leave Action Form (LAF)                               | HHS Business Office HR Employment Center   | <ul style="list-style-type: none"> <li>• Update the LEAVE MASTER LOG SHEET. <ul style="list-style-type: none"> <li>○ Go to the tab "Other Leaves" and update or add the data identified on the spreadsheet.</li> </ul> </li> <li>• Complete the Leave Action Form under <a href="#">Benefits Tools: Leaves/Time off</a></li> </ul> <p>NOTE: Per Cindy Stephens of HR, don't do the LAF until closer to last day in work status in case the employee finds another position prior to the last day in work status.</p>  |
| 5 Process original LAF  | HHS Business Office HR Employment Center   | <ul style="list-style-type: none"> <li>• Gain approval(s)</li> <li>• Make copies for employees file</li> <li>• Send original LAF and a copy of the written notice to Cindy Stephens/Benefits/KPTC.</li> </ul>   |
| 6 Monitor employee's status                                     | Human Resource Services, HHS Business Office HR Employment Center                    | <ol style="list-style-type: none"> <li>1. If the employee will return to active work status, complete a PA form.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>2. If the employee will NOT return to active work status, complete a PA form to separate and attach written notice.</li> </ol>  |