



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Reduction in Force

Revised Date: December 16, 2013

I. Reduction in Force

A reduction in force is a decrease in the number of authorized employees resulting from a discontinuation of services, organizational changes, or changes in fund authorization, and is not to be considered a disciplinary action.

- A. Changes in position authorization required in a reduction in force will be determined by El Paso County Commissioners Court and will be initiated by the ordered reduction of budgeted funds, or the reduction of authorized position numbers in a specific department/section.
- B. Once the number of positions to be reduced in a job classification is determined in each County department/section, the Elected Official/Department Head shall review the existing job performance records of the employees currently occupying that job classification in the department/section to determine which employees shall be retained in the remaining positions in that job classification. Employees who will not be retained in the remaining positions in that job classification shall be referred for reassignment to other available position openings for which they are qualified in the same or other sections/departments by coordinating this action with the Human Resources Department.
- C. Retention of employees in the remaining positions in the job classification shall be based on job performance and length of service. Those employees who have demonstrated continued, documented excellence in job performance shall be given preference in the retention decision. Reassignment of employees who are not retained to other available position openings shall be based on job performance and length of service. Those employees who have demonstrated continued, documented excellence in job performance shall be given preference in the reassignment decision.
- D. Length of services defined as the number of calendar months of continuous County service in the affected employees current classification unless otherwise dictated by law. Periods of unapproved absence or leave without pay shall not be credited as County service. Length of service in the class for which reassignment to another available position is computed shall include service in any other class as determined by the appointing authority, subject to the approval of the El Paso County Civil Service Commission and/or El Paso County Commissioners Court, to be equal to, or greater than the employee's current classification. Any employee separated as a result of a reduction in force shall regain the seniority credit he possessed at the time of the reduction in force if he is reemployed by the County.
- E. Non-probationary employees may appeal any retention or reassignment decision to the El Paso County Civil Service Commission through the Grievance Procedures.
- F. When efficiency and job performance are documented and equal, length of service shall be the determining factor in the retention or reassignment rankings. In the event that no job performance records exist, length of service shall be the determining factor in the retention or reassignment rankings.
- G. The employee shall have an option of demotion, provided that no such demotion shall in turn require reassignment or demotion of any other employee.