**Reduction-In-Force (RIF) Checklist**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Selection** |

* Consult with Human Resources and Legal staff to prepare the reduction-in-force plan.
* Document the RIF decision and approval.
* Train managers who are involved when notifying any employees affected by a RIF.
* Prepare a notification plan to include timing, location, participants. Should include follow-on communication plan for remaining employees. Suggest that HR be present at all notifications.

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| **Notification** |

* Verify employee eligibility for benefits. Employees in new-hire probationary periods, temporary positions, or short-term worker positions typically are not eligible for RIF benefits.
* If the employee is under a collective-bargaining agreement, verify the RIF requirements.
* Verify if employee is a veteran and claims preference in retention and provides documented eligibility under ARM 2.21.3616.
* If the employee is a member of a Voluntary Employee Benefit Association (VEBA), be prepared to outline the effect of this membership on the payout of leave balances.
* Verify notification requirements for RIF, including collective-bargaining provisions and RIF policy. If 25 or more employees are affected, statute requires providing 60 calendar days’ notice prior to the anticipate reduction-in-force date. If fewer than 25 employees are affected, statute requires providing 14 calendar days’ notice prior to the anticipated reduction-in-force date.
* Notify employee in writing, including a settlement agreement if appropriate. Provide notification packet to employee, which includes:
	1. Official notice, including effective date of termination;
	2. State Protection Act;
	3. Retirement Service Purchase Rights program information;
	4. Grievance rights (ARM 2.21.8010 et seq.);
	5. job registry information;
	6. collective-bargaining agreement, if applicable.

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| **Employee Transition** |

* HR - schedule transition meeting with RIF employee.
* Collect the following from employee:
	1. Signed RIF letter
	2. Benefit selection option
	3. Resume for job registry
* Collect state property
* Clear personal property from employee’s work place.
* Complete the RIF/termination conference with the employee.
* Code the RIF status properly in SABHRS based on the employee’s benefit selection.
* MPERA: if the employee selects the retirement service purchase option, the employee must notify MPERA of his or her decision immediately. Initiating the process with MPERA must begin as soon as possible before the employee’s termination date. MPERA send the Application for “One-for-Five” Additional Service for Reduction in Force (RIF) form to the agency Human Resources office to complete the Employer Certification portion of the form and return the completed form to MPERA.
* Agency Human Resources staff forwards job registry materials (employee resume) to State Human Resources job registry coordinator.

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| **If you have questions about this process, contact the State Human Resources Division at 406-444-3871.** |