



## Form RIF Instructions

### DEFINITIONS:

**Initial Reduction-In-Force (RIF):** An action that is triggered when a position has been identified for reduction on the department's program reduction plan and its incumbent is subject to RIF/layoff.

**Jurisdiction-Wide (J/W) Placement-In:** An action to place an incumbent from the jurisdiction-wide pool into a program position.

**Placement of Incumbent:** An action to place an incumbent into another position.

### EXPLANATION OF COLUMNS:

<u>Column</u>	<u>Description</u>	<u>Explanation</u>												
	Department	Self explanatory.												
	Date Prepared/ Revised	Self explanatory.												
A	RIF Ref Code	<p>Refers to a unique code that is comprised of a three-digit number followed by an alpha-numeric character (i.e., 001E)</p> <p>Any Initial RIF or J/W Placement-In should be assigned a unique three-digit code followed by the alpha-numeric character "A" (i.e., 001A).</p> <p>Any Placement of Incumbent that results from RIF activities should be assigned the same three-digit code as the Initial RIF or J/W Placement-In followed by the next sequential alpha-numeric character (i.e., 001B, 001C, etc.).</p> <p>* Split-funded positions should use the same RIF Ref Code to provide a breakdown of the position by MOF and FTE. For example:</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;"><u>RIF Ref Code</u></th> <th style="text-align: left;"><u>Position No.</u></th> <th style="text-align: left;"><u>FTE</u></th> <th style="text-align: left;"><u>MOF</u></th> </tr> </thead> <tbody> <tr> <td>001E</td> <td>012345</td> <td>0.50</td> <td>A</td> </tr> <tr> <td>001E</td> <td>012345</td> <td>0.50</td> <td>N</td> </tr> </tbody> </table>	<u>RIF Ref Code</u>	<u>Position No.</u>	<u>FTE</u>	<u>MOF</u>	001E	012345	0.50	A	001E	012345	0.50	N
<u>RIF Ref Code</u>	<u>Position No.</u>	<u>FTE</u>	<u>MOF</u>											
001E	012345	0.50	A											
001E	012345	0.50	N											
B	Prog ID/Org Code	Program ID and organization code that the position is budgeted in.												
C	RIF Action	Indicate whether the RIF action is an Initial RIF, J/W Placement-In, or Placement of Incumbent.												

<u>Column</u>	<u>Description</u>	<u>Explanation</u>
D	Position No.	Enter the position number as reflected in eBUDDI. The position number can be up to 6 characters long.
E	Position Title	Self explanatory.
F	MOF	Means of financing code for the position.  * For split-funded positions, see RIF Ref Code instructions (Page 1, Column A).
G	FTE	Full-time equivalent of the position's MOF (funding breakdown) as of October 15, 2009, entered to two decimal places. Sample format is 1.00 or 0.75.
H	Current Comp Rate	Monthly salary amounts or hourly rates that are reflective of the employee's compensation rate as of October 15, 2009.
I	Position Salary Decrease	Monthly salary amount or hourly rate decrease as a result of the RIF action.
J	Position Salary Increase	Monthly salary amount or hourly rate increase as a result of the RIF action. Position Salary Increase for an Initial RIF is "0."
K	Compensation Frequency	Refers to the compensation frequency of the position, either monthly or hourly.
L	Salary Range and Step	Salary range and step of the position (i.e., SR14B, not 14B). Enter the employee's salary range and step as of October 15, 2009.
M	BU	Bargaining unit of the position. Enter the two-digit code.
N	Position Type	Type of the position, either permanent or temporary.
O	Placement Action	Indicate the type of placement action.  <b>Bump:</b> Placement of an employee that is affected by RIF activities into an occupied position, permanent or temporary.  <b>Fill Vacancy:</b> Placement of an employee that is affected by RIF activities into a vacant position.  <b>None:</b> No placement action.

<u>Column</u>	<u>Description</u>	<u>Explanation</u>
P	Reason	<p>If the Placement Action is “None,” indicate the reason for no placement action.</p> <p><b>Temporary/Exempt:</b> Temporary civil-service positions which include 89-day hires, temporary appointments outside of list, limited-term appointments, and probational appointments or exempt appointments that will be terminated by November 20, 2009.</p> <p><b>Retirement:</b> Employees that decline RIF placement and will retire by December 31, 2009.</p> <p><b>Declined placement:</b> Employees that declined RIF placement and choose to resign.</p> <p><b>No placement:</b> Employees with at least 24 retention points that will be terminated by December 31, 2009.</p> <p><b>&lt; 24 retention points:</b> Employees with less than 24 retention points that will be terminated by November 20, 2009.</p> <p><b>J/W placement-out:</b> Employees that will be placed into the jurisdiction-wide pool.</p> <p><b>Other:</b> Other reason for no placement action.</p>

**EXAMPLES:**

Sample Form RIF is attached.

- RIF Ref Code series 001A-001E represents a general RIF process.

For example:

RIF Ref Code	RIF Action	Position No.	FTE	MOF	Current Comp Rate	Position Salary Decrease	Position Salary Increase
001A	Initial RIF	015123	1.00	A	4,501.00	(4,501.00)	-
001B	Placement of Incumbent	012345	1.00	A	4,000.00	(4,000.00)	4,501.00
001C	Placement of Incumbent	015432	1.00	A	3,500.00	(3,500.00)	4,000.00
001D	Placement of Incumbent	019876	1.00	B	3,000.00	(3,000.00)	3,500.00
001E	Placement of Incumbent	015987	1.00	A	2,000.00	(2,000.00)	3,000.00

- RIF Ref Code series 008A-008B represents the RIF process for a split-funded position by MOF and FTE.

For example:

RIF Ref Code	RIF Action	Position No.	FTE	MOF	Current Comp Rate	Position Salary Decrease	**Position Salary Increase
008A	Initial RIF	022007	0.50	A	1,400.00	(1,400.00)	-
008A	Initial RIF	022007	0.50	B	1,400.00	(1,400.00)	-
008B	Placement of Incumbent	044014	0.25	A	600.00	(600.00)	700.00
008B	Placement of Incumbent	044014	0.75	N	1,800.00	(1,800.00)	2,100.00

\*\*The Position Salary Increase by MOF and FTE for split-funded positions is computed as follows:

$$\text{By MOF} = \frac{\text{Total Current Comp Rate of Employee Being Placed}}{\text{New FTE}}$$

$$008B \quad A = (1,400.00 + 1,400.00) \times 0.25 = 700.00$$

$$008B \quad N = (1,400.00 + 1,400.00) \times 0.75 = 2,100.00$$

