

What We Learned at the RIF Training

Ames Federal Employees Union
IFPTE Local 30

Slides by Suzanne Meyer

RIF Training

- Background
- Union Contract provides for 3 Union Representatives to attend training
 - Training for 3 days – “hands-on”
 - Provided by OPM RIF specialists
- Today’s Panel Discussion will be a brain dump of those 3 days.
- Overview, Round 1, Round 2
- Not covered today – Transition Assistance, Options for separated employees

Overview

- It takes about 18 months to plan for a RIF
- RIF Mechanics “101”
 - RIF Definitions
 - Competitive Area
 - Competitive Levels
 - Retention Standing
 - Round 1
 - Round 2 (Bump and Retreat)

Overview Continued

- Service Computation date
- Credit for Performance

RIF is a competition to remain in you own position, or be reassigned to an identical position or to take someone elses job/position.

Competitive Level

- Grouping of positions in a competitive area
 - In the same grade
 - In the same classification
- Similar in duties, quals , pay schedules and working conditions
- Incumbent of one position could successfully perform duties of any other position in competitive level

Retention Register

- List of competing employees within a competitive area
- Listed by competitive levels in retention standing order
- The “pecking order”

Retention Order

- Tenure
- Military Preference
- Length of Service
- Performance

Tenure Groups:

- AD compensable service connected disability of 30% or more
- A- Preference eligible not incl in AD
- B – Non Preference eligible

Length of Service

- Service Computation Date (SCD)
- Artificial date used to track creditable civil service
- May also include military service

Credit for Performance

- Use the 3 most recent annual appraisal in a four year look back period
- Assign additional years of service credit base upon summary rating
- Subtract the average of the additional years of performance credit from your SCD
- Equation result in you adjusted RIF SCD

Credit for Performance

- When only one rating pattern exist in a competitive area must use:
- Traditional Crediting Scheme
 - 20 year for outstanding
 - 16 years for exceeds fully successful
 - 12 years for fully successful

Reduction in Force

Round 1 Competition -
Competitive Levels

(Slides written by Chris
Knight)

Round 1 - Competitive Levels

- In Round 1 Competition, competition happens only within the CL's.
- A competitive level is a grouping of employees based on (in order):
 - By Tenure (next slide)
 - By work schedule (full/part time)
 - OPM series
 - Grade
 - OPM title (and parenthetical)
 - Position Description (PD) details
- All employees in a competitive level must be able to perform each-other's job with minimum disruption (< 90 days)

Tenure (By Priority)

- I AD - career disabled veteran
- I A - career veteran
- IB - career
- II (AD/A/B) - career conditional
- III (AD/A/B) - others (such as term)

Who Determines the CL's?

- Much of this is mechanical (tenure/schedule/series/grade/title/work schedule) and it's unlikely that any level will include more than one of these
- Human Resources staff determines competitive levels, with input by the "subject matter experts" (likely: low-level management in the orgs)
- Retention register is available for review by employees and the Union to verify who is in what CL.

Retention Register

- Lists employees grouped by CL and ordered by RIF Service Computation Date
- RIF SCD is your federal service (incl. military*) plus credit for performance
- RIF SCD is represented as your computed “start date”
- Bottom-most employees in a CL that is partially-RIF'd are touched for round 2.

Example Retention Register

Competitive Level: GS-1234-11 Janitor (Restroom Detail)

<u>Tenure Group</u>	<u>Name</u>	<u>RIF</u>	<u>SCD</u>
IAD	Flintstone	05/10/58	
IA	Rubble	05/12/57	
	Jetson	04/30/65	
IB	Brady	06/12/56	
	Manson		09/01/62
IIAD	Bush	12/22/88	
IIB	Clinton		02/02/22
	Cheney		03/03/33
IIIB	Gore	10/10/99	

Round 2 - Bump and Retreat

- Once employees have been released from the round 1 competition, they may bump and retreat.
- Round 1 - removing positions, round 2 - moving displaced employees to new positions (displacing the employee) or releasing them if a new position cannot be found.
- Bumping/retreating is a cascading effect until all employees that can be placed are placed. Usually, the total number of employees released is the number of positions eliminated.
- HR performs the bump and retreat process without employee involvement.

Basics of Round 2, part 1

- Rule of minimum disruption also applies when bumping/retreating.
- HR determines which bumps/retreats cause the least (overall) disruption to the employees.
- Employee's work schedule must be the same (full vs. part-time.)

Basics of Round 2, Part 2

- The employee's background and experience (**resume**) play into determining whether that employee can bump/retreat with the minimum disruption.
- Normally, employees can only bump/retreat to a lower grade and only up to 3 grades down (15 can bump/retreat to a 14, 13, or 12.) Disabled vets can bump/retreat 5 grades.

Bumping

- If positions at a lower grade and the same classification (series, title, etc. a-la CL) are available, the employee bumps an employee with the lowest seniority and tenure group from that lower grade.
- An employee may only bump another employee of a lower tenure group (I.e. a IB can bump a IIA, but a IIA cannot bump another IIA.)

Retreating

- An employee that previously held a currently-available position at the Center can retreat to that position.
- An employee can retreat to a position held by another employee with the same tenure group.
- For example, if an employee began their career at the Center as an admin assistant and later was promoted to an accountant position, they may retreat back to an admin assistant.

Process Cascades

- This process of bumping and retreating is performed for each employee, starting at the employee with the highest tenure group and highest seniority first. Employees displaced by this process are added to this list in the appropriate place and may later bump/retreat yet more employees.

The End

- At the end of Round 2, employees will receive a specific RIF notice identifying their fate: demotion, reassignment, or release.
- Employees may examine the Retention Register, their official file, and position descriptions at that point in time.
- *Appeals of the decision must be made by individual employees (with legal representation by a lawyer) before the MSPB.*

What You Can Do

- Keep your PD up to date
 - remind HR when you need to update your PD that it is in *their best interest* that PD's need to be accurate or MSPB may rule against the agency
 - tie your PD to your performance plans and evaluations if needed
 - General rule for your PD:
 - generic descriptions (bigger CL's)
 - specific qualifications (harder to be bumped, to be discussed later)

What You Can Do (Cont.)

- PD's are public records and can be requested for any employee. The PD workshop will give you a chance to compare PDs.
- If you feel you should be considered a (disabled) vet, make sure HR knows and has all of the correct paperwork.