

	City of Cedar Park Human Resources Policy Manual		
	Reduction-in-Force		
	Number: H-3	Revision: 1	Effective Date: 5/10/2018

Policy

It is the policy of the City that in the event that economic conditions, City reorganization or organizational adjustments require the City to reduce its workforce, reduction-in-force shall be conducted in accordance with the City’s employment-at-will policy. (Also refer to *Employment-At-Will* policy).

2.0 Procedure/Rule

- 2.1 Criteria for a reduction-in-force due to a reduction in work, a change in service levels or reduced funding shall be prepared prior to any pending reduction-in-force.
- 2.2 A list of employees to be separated from employment or laid off shall be developed based on criteria for a reduction-in-force, which may include such items as: demonstrated employee job performance, seniority, job skills, etc. A separation or layoff due to reduction-in-force shall not be used for disciplinary purposes.