

Frequently Asked Questions (FAQ) for RIF

1. When should a Reduction in Force (RIF) occur?
 - A decision to implement a RIF must only be reached after the systematic consideration of actions designed to avoid a layoff. These actions may include, but are not limited to, the elimination of vacant positions, reduction in non-personnel related expenses, or retraining employees to facilitate placement instead of separating the employee through RIF.
2. How to determine which employee(s) to RIF?
 - The determination of which employee will be subject to RIF shall be based on the systematic consideration of all the following factors: type of appointment, relative efficiency, actual or potential impact on the diversity of the workforce, and length of service. It is important to fully document the basis of this decision in a manner that clearly demonstrates that RIF is not being used to address other employment issues.
3. How does RIF affect temporary or probationary employees?
 - No temporary or probationary employee as defined in G.S. 126-1.1 shall be retained where an employee with a permanent appointment shall be separated in the same or related classification.
4. Who reviews and submits a RIF plan?
 - Agency RIF plans are directly submitted via Smartsheet to the Office of State Human Resources (OSHR). University RIF plans submitted via UNC Systems Office through Smartsheet to OSHR. OSHR requests submission at least two weeks prior to the employee notification date.
5. What information should be in a RIF plan?
 - RIF plans submitted to OSHR must indicate, but are not limited to: the reason(s) for the layoff, the anticipated date of separation, name(s) of employee(s) to be laid off and justification.
6. When should an employee be notified of a RIF?
 - After OSHR has approved the RIF plan, and at least 30 days prior to the effective date of the separation, an employee must be provided written notification of RIF. The written notification shall include: the reasons for the RIF, expected date of separation, the employee's eligibility for priority reemployment consideration, applicable appeals rights, and any other benefits available to the employee.
7. What happens to the RIF position?
 - Once any employee subject to the RIF has been separated, management can repurpose or abolish the targeted position(s).