RIF Priority Verification and Referral

The State of North Carolina is currently using two separate human resources information systems, Datamart and Beacon. The universities use Datamart, and state agencies (and NCSSM) use Beacon. At this time, these two systems are unable to merge their HR/payroll data. The inability of these systems to share data presents challenges on many levels. The most notable is the lack of statewide reporting/verification functions linked to ReductionIn-Force (RIF) actions.

We have heard from many of you that it has become increasingly difficult to verify RIF priority candidates between systems. In order to better assist you, the Office of State Human Resources will make available all the necessary information you need to make a quick and accurate evaluation regarding RIF priority candidates via a password protected spreadsheet.

Although the RIF referral and priority verification process is changing in several ways, the focus remains dedicated to accurate and consistent application of priority consideration. Additionally, it gives the RIF applicant greater flexibility as they will directly apply to postings of their choice.

What is Changing?

- Agencies/Universities (A/U) will no longer use PMREG to look for referral candidates.
- OSHR will no longer collect and send RIF referral applications.
- OSHR will no longer send out RIF registers.
- RIF applicants will apply directly to A/U vacancies of their choice.
- A/U will verify RIF priority status via a password protected, secure spreadsheet.

How will it work?

Since this process is driven by the RIF applicant, the A/U does not need to review the RIF Priority Verification List until their hiring unit receives an employment application that indicates in some way- the applicant as having RIF priority or having been RIF'd from their last position. The State Application for Employment (PD 107) has been changed to include a priority check box to easily identify a RIF applicant and is currently available for usage.

Are you a layoff candidate with the State of N.C. eligible for RIF priority reemployment consideration as described by GS 126:
☐YES ☒NO   **Notification Date:_____**

So, once the A/U hiring unit receives an employment application indicating RIF status (or priority status), the hiring unit must verify the candidate's priority status by checking the RIF Priority Verification List via the OSHR RIF website. This password protected spreadsheet will provide an up to date list of <u>all</u> State employees (**with priority**) who have been RIF'd – not just those who registered for referral assistance as in the past. This list will be maintained and updated each morning by OSHR.

<u>The RIF Priority Verification List:</u>
The data contained in the RIF Priority Verification List will provide information for A/U HR staff to quickly determine priority status.

If your hiring unit receives an application from someone claiming "RIF" status, you are to review the RIF Priority Verification List to determine if the applicant has priority for your vacancy. If so, proceed according to policy. If you determine the applicant does not have priority, log comments in your file and continue with the recruitment process.

Where does the data on the verification list come from?
Agencies and universities are responsible for providing this data to OSHR. When A/U have been notified their plan has been approved. OSHR will send via Smartsheet a request for separation notification. The A/U will need to send specific information to OSHR via the Smartsheet. This means, each time your A/U notifies an employee of their impending RIF, you will send notification to OSHR.
NOTE: *Although we are requesting data for <u>ALL</u> RIF'd employees, only career status employees with priority will be displayed on the RIF Priority Verification List.*

If A/U have any questions or concerns should contact OSHR at the dedicated e-mail. The e-mail address is simply: **rif.list@oshr.nc.gov** Please do not use this address for any other communications with this Office.

How is someone removed from the RIF Priority Verification List?
Policy has not changed regarding priority. A/U must report RIF priority applicants who have been hired into a position that satisfies their priority. Additionally, A/U must also report those RIF priority applicants that decline an interview, or an offer for a position that would satisfy their priority.
https://files.nc.gov/ncoshr/documents/files/Reduction%20in%20Force%20Priority_0.pdf (Page 28).

However, should you know of an applicant that had priority satisfied or should be removed from the list, please let OSHR know.

BEACON SPECIFIC INFORMATION:
With guidance from OSHR, Beacon has recently added specific Infotypes to assist agencies with RIF separation actions including priority verification. However, at present, there are agencies not entering the all of the necessary data which significantly reduces the accuracy of RIF reporting and verification process within Beacon. <u>Note</u>: In addition to sending RIF Priority applicant information to OSHR, Beacon agencies must also continue to enter all of the RIF specific Infotypes as outlined in Beacon training materials.

Agency/Employee Meeting

An A/U representative shall meet with any employees identified of their separation by RIF to discuss the RIF procedure, benefits etc. At this time agencies can provide information about RIF resources and tools available on the OSHR website. https://oshr.nc.gov/state-employee-resources/employee-relations/reduction-in-force/hrprofessionals

It is an A/U responsibility to discuss the priority process. This includes a discussion of what priority means as well as how the new referral process works. Additionally, A/U shall assist employees determine other job classifications of interest. A/U may offer assistance in completing the State application PD-107 or approved equivalent.

The following information must be communicated to the employee:
- RIF employees must APPLY for vacancies directly to agency/univ.
- If the RIF employee does NOT apply for any positions- they cannot be hired!
- If the RIF employee does NOT indicate they have priority (or have been RIF'd) on the application (PD-107) or approved equivalent - they cannot expect reemployment priority.
- How they can lose severance and/or priority rights.

Clarification Related to Career Banded Employees

When you are eliminating probationary employees in the "same or related class" you must look across the band and include all competencies in eliminating probationary employees. For example, let's say we have identified the need to RIF positions in the Accounting Tech band. You would look at all competencies in this class for persons with a probationary appointment and separate them before looking at positions with permanent incumbents.

Once you have removed temporaries and probationary employees, then the A/U may focus on an individual competency (such as Journey) to decide whether to separate in a RIF. It is not required to look across all 3 competencies.