



**St. Johns County Administrative Code**  
**Section: Human Resources**

<b>Title:</b>	<b>413 Reduction in Force</b>	<b>Issued: December 2006</b>
<b>Reference:</b>	<b>F.S. 215.425</b>	<b>Revised: June 2012</b>

**413.1 Purpose**

The purpose of this policy is to prescribe the manner in which employees of St. Johns County may be treated should a Reduction in Force (RIF) become necessary. A RIF may result in the separation, involuntary demotion, reassignment, or reduction in work hours of affected employees.

**413.2 Scope**

All County employees under the administrative authority of the County Administrator.

**413.3 Reduction in Force Plan**

In the event a RIF is necessary due to reorganization, work shortage, loss of funding, outsourcing/privatization or other reasons, the Human Resources Director shall consider the following items in order to develop the reduction in force plan:

- The reason(s) for the reduction in force.
- Area(s) affected by the reduction in force.
- Job titles within the area(s) affected.
- Number of positions in each job title(s) that may be eliminated.
- Business or operational needs of the Department/Division.

Additionally, the Human Resources Director may determine this policy does not apply where employees receive another job within the Board of County Commissioners or St. Johns County Government. Further details regarding construction of the plan can be found in the Employee Handbook.