

**REDUCTION IN FORCE PROJECT PLAN
SPRING 2017**

	Tasks	Owner	Due Date
	Notice to CMT of Voluntary retirement, resignation, hour reduction, and layoff plans	Chuck and Jilma	April 11, 2017 8:30 am
	Notice to employees regarding options, retirement, resignation, hour reduction, and layoff plans	Cabinet and Human Resources	April 11, 2017 2:30-3:30
	Voluntary hour and benefit reductions (less than 30)		
	Deadline for Voluntary hour reduction application	Employees	May 1,2017
	Application evaluation by HR and manager	Human Resources and Managers	5/1/17 -5/15/17
	Provide notice to employee regarding reduction request	Human Resources	5/15/17-5/19/17
	Effective day of hourly reduction		July 1, 2017
	Voluntary retirement or resignation		
	Notice to employees with eligibility criteria and application	Human Resources	April 11, 2017
	Voluntary retirement counseling period	Human Resources	4/11/17 to 4/30/17
	Deadline for employees to submit application	Employees	May 1,2017
	HR application evaluation	Human Resources and Manager	5/1/17-5/15/17
	Contact eligible employees and provide severance agreement	Human Resources	5/15/17-5/19/17
	Severance agreement due	Employees	May 26, 2017
	Workshops scheduled: a. Resume writing/Interview Tips b. Unemployment Workshop c. Employee Assistance Program (EAP) counseling d. Retirement benefit counseling e. Ministerial counseling	Human Resources	5/29/17 – 6/9/17
	f. Severance agreement revocation period for those >40 due	Employees > 40	June 23, 2017
	HR sends last paycheck requests to Payroll	Human Resources	June 23, 2017
	Last day of employment	Employees who voluntary resigned or retired	June 30, 2017

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	Tasks	Owner	Due Date
	Layoffs		
	Layoff notices and severance package provided to employees	Managers and Human Resources	5/15/17-5/19/17
	Workshops scheduled: <ul style="list-style-type: none"> a. Resume writing b. Unemployment c. Employee Assistance Program (EAP) counseling d. Retirement benefit counseling Ministerial counseling	Human Resources	6/5/17 – 6/9/17
	<ul style="list-style-type: none"> e. Severance agreements due 	Employees who are laid off	May 26, 2017
	Employee Departure Forms Due	Hiring Managers to submit to HR	6/15/17
	Departure forms due to Finance	HR to Finance	6/20/17
	Regardless of whether employees who are laid off sign a severance, their termination date and final check (without severance) due	Human Resources and Payroll	6/30/17
	Final paycheck.	Payroll	6/30/17