COURSE SYLLABUS

Introduction to Reduction in Force Course (RIF) (Self-Paced)

Understand the legal procedures, tools, and resources involved in managing a Reduction in Force (RIF) to minimize its impact.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/introduction-to-reduction-in-force-course-rif-self-paced



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Course Outline

Module 1: Reducing the Impact of RIF

- Describe the major strategies agencies may consider to avoid or reduce the impact of RIF:
  - Normal attrition and hiring freezes
  - Details to other organizations or agencies
  - Directed reassignment of surplus employees
  - Administrative furloughs
  - Voluntary Early Retirement Authority (VERA)
  - Voluntary Separation Incentive Payments (VSIP)
- Discuss the appropriate use of each strategy in various situations.

Module 2: Overview of the RIF Process

- Examine the primary factors involved in the RIF process, including competitive areas, competitive levels, and retention factors such as tenure, veterans' preference, service computation date, and performance ratings.
- Learn how to calculate retention standing and the steps involved in the two rounds of RIF competition: Round 1 (within the competitive level) and Round 2 (bumping and retreating rights).
- Understand the rules for placement, including bumping and retreating, and how employees are reassigned to available positions within their competitive area.

Module 3: Preparing for a RIF

- Learn how to prepare for a RIF by ensuring that all records are up to date and accurate, and by communicating with employees regarding their rights and benefits.
- Understand the importance of planning ahead to avoid mistakes that could delay or disrupt the RIF process, including reviewing qualifications and ensuring all employees are accounted for.
- Explore the necessary steps HR staff must take to ensure compliance with regulations and make informed decisions about employee placement.