Introduction to Reduction in Force Course (RIF)

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

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

CustomerRelations@graduateschool.edu • (888) 744-4723

Course Outline

Module 1: Reducing the Impact of RIF

- Learn the major strategies agencies can use to avoid or reduce the impact of a RIF, such as normal attrition, hiring freezes, and voluntary retirement authorities.
- Understand the benefits and drawbacks of each strategy and how to apply them in different circumstances.
- Explore how agencies can use voluntary early retirement authority (VERA) and voluntary separation incentive payments (VSIP) to reduce the need for involuntary separations.

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.