COURSE SYLLABUS

Planning and Conducting a RIF Course (Self-Paced)

Learn how to conduct a federal Reduction in Force with confidence, covering planning, retention factors, mock simulations, and rights-based decision-making under 5 CFR 351.

> 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/planning-and-conducting-a-rif-course-self-paced



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

Course Outline

Module 1: RIF Overview

- Introduction to the concept of RIF, including its triggers such as lack of work, shortage of funds, and reorganization.
- Learn the definitions of competitive areas and competitive levels, and understand how they determine who competes for retention in a RIF.
- Explore the different retention factors and how they influence retention standing: tenure, veterans' preference, service computation date, and performance.

Module 2: RIF Mechanics

- Learn about the competitive areas and levels, and how these are used to establish the order of employees who will be affected by RIF actions.
- Understand the roles of bumping and retreating in the RIF process, and how they allow employees to displace others in different positions based on seniority and qualifications.
- Explore the retention standing process, including how to rank employees in competitive levels and how to apply RIF actions (demotion, separation, furlough, etc.).

Module 3: Employee Benefits in RIF

- Understand the employee benefits that are affected by a RIF, including retirement benefits, severance pay, and health insurance continuation (FEHB).
- Learn the legal rights and protections available to employees during and after a RIF, including protections under USERRA and veterans' preference rules.

Module 4: Transfer of Function

- Learn about the concept of transfer of function and how it applies in the context of RIF.
- Understand when a transfer of function occurs and the employee rights associated with these transitions, including placement rights and seniority considerations.

Module 5: Appeal Rights Under RIF

- Examine the appeal process available to employees who are affected by a RIF, including the steps they can take to challenge decisions

made during the RIF process.

- Learn about the relevant case law and how it impacts RIF appeals, including how to cite and reference applicable legal decisions.