

Personnel Policy Bulletin

Number: 2026-02

Lancaster County

Date: June 2026

Reference: Resolution # R-02-0154	Title: COUNTY REDUCTION IN FORCE POLICY FOR UNREPRESENTED CLASSIFIED EMPLOYEES
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I. PURPOSE

In compliance with Lancaster County Personnel Rule 14.4, the following procedures apply to reductions in force due to shortage of funds or work, the abolishment of positions, or other material changes in duties or organizational structure.

II. POLICY

This policy applies to classified employees not covered by a collective bargaining agreement.

III. DEFINITIONS

- A. For purposes of this policy, a *reduction-in-force (RIF)* shall mean any reduction in an employee's normally scheduled work week.
- B. *Full-time employment* means employment in a position which does not normally require less than forty (40) hours work per week or eighty (80) hours every two weeks.
- C. *Part-time employment* means employment in a position which normally requires less than forty (40) hours work per week.
- D. *Highly specialized* means a unique set of responsibilities or functions not found in any other job description within a class and which no other person in that class could perform those responsibilities without additional extensive experience and training.
- E. The *competitive level* is the class of position to which the employee is regularly assigned and in which the employee performs duties a majority of the time while in a pay status.
- F. The *competitive area* is the agency in which the employee is regularly assigned, and in which the employee performs duties a majority of the time while in a pay status.

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IV. ELIGIBILITY

No full-time or part-time status employee shall be subject to a reduction in force if there are provisional, temporary, seasonal intermittent, emergency, on-call, or probationary employees working in the affected classification.

Full-time status employees do not compete with part-time status employees and vice-versa.

There shall be no retreat rights into bargaining units by non-represented employees and vice versa.

V. PROVISIONS

Positions subject to a reduction-in-force are presumed to be properly classified in accordance with current class specifications.

Where individuals perform highly specialized duties within a class from which a position is to be eliminated, such individuals may be considered best qualified to perform the remaining work. A determination of highly specialized status must be supported by written justification and is subject to approval by the Human Resources Director.

Full-time status employees and part-time status employees shall be considered separately for reduction-in-force purposes and shall not compete with one another.

Part-time employees shall not retreat into positions that require a greater number of regularly scheduled hours than the employee is normally scheduled to work.

Employees shall not have retreat rights into positions within a bargaining unit unless they are members of that bargaining unit, nor shall represented employees retreat into non-represented positions.

VI. PROCEDURES

Once it is determined which positions are to be eliminated, the following criteria will apply:

A. Performance Evaluation Scores

An affected employee's two most recent annual performance evaluation scores will be averaged to create the employee's average overall performance score.

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B. Eligible Evaluations

Performance evaluations that were due to be administered or that were not submitted to Human Resources at least six months prior to the effective date of the reduction-in-force shall not be used for reduction-in-force purposes.

C. Employees with Less Than Two Years of Service

Employees with less than two (2) years of service shall receive credit for 95% of their average evaluation scores for reduction-in-force purposes.

D. Evaluation Score Categories

Once the average performance evaluation score has been calculated, employees shall be placed into the following categories:

- 136 to 150
- 121 to 135.99
- 106 to 120.99
- 90 to 105.99
- 89.99 and below

Employees within the same evaluation score category shall be considered equal for retention purposes.

E. Retention Determination

Employees with the highest average evaluation score categories within the class subject to reduction shall be retained. Where two (2) or more employees fall within the same evaluation score category, seniority shall be the determining factor.

Where there is a difference of one (1) point or less between average evaluation scores in adjacent categories, seniority shall be the determining factor.

F. Seniority

Seniority shall be determined by computing total length of continuous service with the County as defined in Personnel Rule 19.12. Service in more than one County Agency shall be included total County service.

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G. Highly Specialized Duties

Positions are presumed to be properly classified in accordance with current class specifications. Where individuals perform highly specialized duties within a class from which a position is to be eliminated, such individuals may be considered best qualified to perform the available work only upon submission of written justification approval by the Human Resources Director.

H. Retreat Rights

Within the competitive area (agency) an employee subject to a reduction-in-force may retreat, provided the employee is qualified and in accordance with the performance and seniority criteria set forth in this policy, to one of the following:

- (1) A position in another class related to the competitive level, including a class series;
- (2) A position previously held for a period of one (1) year or more; or
- (3) A position presently supervised by the employee.

Retreat rights shall not apply where the class of position is designated as highly specialized and the employee does not possess the minimum qualifications, skills, or experience necessary to perform the essential functions of the position. A determination that a position is highly specialized shall be supported by written justification and is subject to approval for the Human Resources Director.

I. Notice of Reduction in Force

In accordance with Personnel Rule 14.4, the Human Resources Department and Agency Head shall jointly provide written notice to employees who are subject to a reduction-in-force at least fifteen (15) calendar days prior to the effective date.

The notice shall include the reason for the reduction-in-force, the effective date, and the employee's right to appeal the decision to the Lancaster County Personnel Policy Board within ten (10) calendar days of receipt of the notice.

The notice period may be designated as either a working notice or a non-working notice, as determined by the Agency Head based on business needs.

During a working notice, the employee is expected to report to work and perform assigned duties through the effective date of the reduction-in-force.

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During a non-working notice, the employee is not expected to report to work; however, the employee shall remain reasonably available for consultation as requested by the Agency.

Both working and non-working notice periods shall be paid

J. Recall

A status employee who is subject to a reduction-in-force may request in writing that their name be placed on a recall list for the class of the position from which laid off.

Recall shall be in reverse order of layoff and shall expire one (1) year from the effective date of the layoff or separation. An individual offered recall to a vacancy in the class of the position from which laid off may refuse the offer and remain on the recall list.

Recall lists shall be utilized county-wide and shall not be limited to the Agency from which the employee was laid off.

An employee who is recalled within one (1) year shall have service time computed to their original date of employment minus the break in service. Any unused sick leave accrued as of the date of layoff shall be reinstated. Vacation and sick leave accrual rates shall be established based upon the revised service time. An employee who is recalled is eligible for enrollment in the health, dental and life insurance programs without waiting periods and reinstatement in the retirement program.


Barb McIntyre
Human Resources Director

June 16, 2026
Date


Christa Yoakum, Chair
Board of County Commissioners

June 16, 2026
Date