

Reorganization Through Reduction Program (RTR)

Joint Legislative Commission on
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Comparison of RTR to Reduction In Force (RIF)

Reduction in Force

- Formalized Program with rules and policy
- Involuntary separation using established criteria
- Severance based on formula
- Position and funds lost in a RIF
- Normally driven by shortage of funds
- Severance paid through regular payroll cycles plus health insurance paid for by the State for one year
- RIF priority given for one year for eligible employees
- Not included in retirement calculation

Reorganization Through Reduction

- Created in HB 834 (2013)
- Formalized Program with Policy approved by SHRC
- Voluntary – employee decision to separate is employee's choice
- Payment driven by severance formula
- Position can be re-purposed, driven by re-organization
- Paid as Lump Sum with \$5,500 for insurance coverage
- Cannot return to work with current agency for 12 months or other State entities for 6 months
- Not included in retirement calculation

RTR Benefits the State

- Organizations can restructure and/or reorganize to gain financial and/or skill set efficiencies and increase agency effectiveness to achieve business needs, objectives and goals through:
 - Re-purposing positions requiring different knowledge, skills and abilities
 - Voluntary separations with a positive exit
 - Organization re-design to increase efficiency and productivity

RTR Process

(High Level)

- Determine the business need
- Define organizational unit(s)
- Determine the number of volunteers the organization is willing to accept (minimum of 5)
- OSHR approves the RTR Plan
- Communicate new skills, new or changed organization to affected employees needed to meet business needs

RTR Process, continued

- Eligible employees receive all information on the RTR in writing including projected payment, Voluntary Separation Form, release and waiver information, and Frequently Asked Questions
- Employees have 21 days to make a decision and submit the Voluntary Separation Form to the RTR Control Center. The employee decision to volunteer is irrevocable
- Management reviews the volunteers and notifies those selected and their separation dates

RTR Process, continued

- A volunteer request may be rejected if it exceeds the number of volunteers the organization identified as optimal or if loss of skills in one area would impact the operation of the organization
- When there are more volunteers than can be accepted, those with the longest length of State service are selected for RTR

RTR Pilot

Department of Administration
Purchasing and Contracts Division

- Number of employees in the Division: 28
- Number of volunteers willing to approve: 5-16
- Number of volunteers actually approved: 11
- Number of RTR RIF's: 3
- Number of volunteers eligible to retire: 10

RTR Phase 1

Department of Administration
Fiscal Management Division

- Number of employees in the Division: 21
- Number of volunteers willing to approve: 5-7
- Number of volunteers actually approved: 3
- Number of RTR RIF's: 5
- Number of volunteers eligible to retire: 2

RTR Phase 1

Department of Cultural Resources
(Four Divisions)

- Number of employees in affected Divisions: 18
- Number of volunteers willing to approve: 5-8
- Number of volunteers actually approved: 4
- Number of RTR RIF's: 2
- Number of volunteers eligible to retire: 3

RTR Phase 1

Office of State Human Resources

- Number of employees in the Office: 64
- Number of volunteers willing to approve: 5-15
- Number of volunteers actually approved: 14
- Number of RTR RIF's: 0
- Number of volunteers eligible to retire: 10