Reorganization Through Reduction (RTR) Program
as Directed by Session Law 2015-241

Status Report for June 30, 2015 – July 1, 2016

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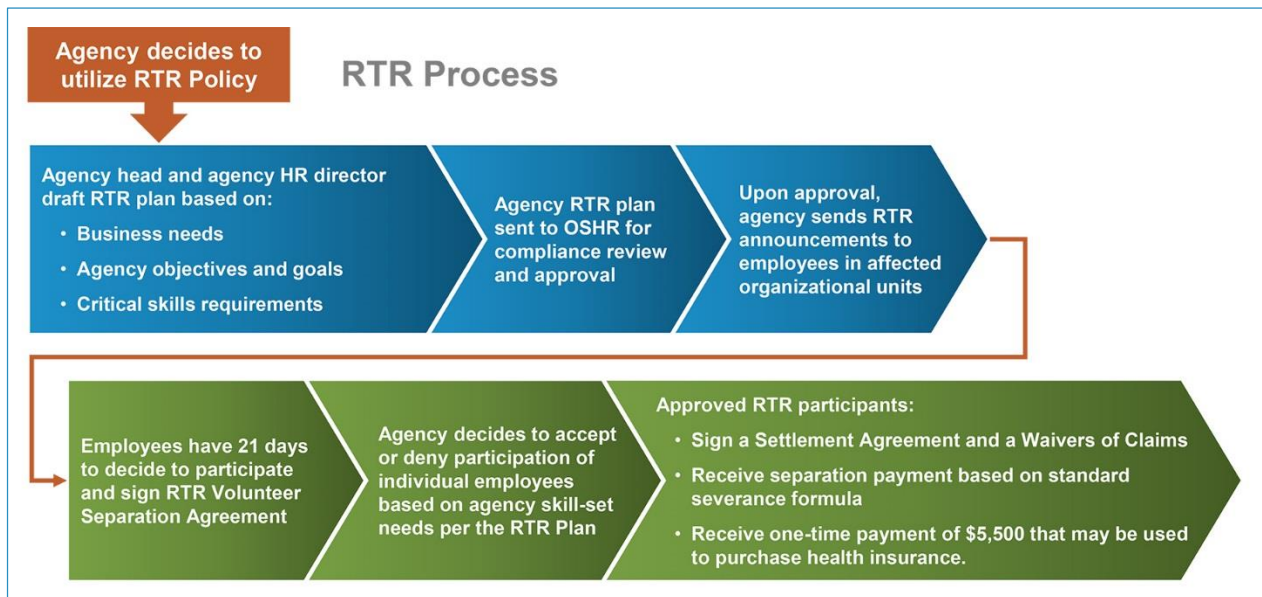*State Human Resources*

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I. Reorganization Through Reduction (RTR) Program Overview

a. Program Description

The RTR program is a voluntary employee separation program created by the General Assembly and established under the direction of the Office of State Human Resources (OSHR). This program enables an agency to restructure or reorganize to gain financial and/or skill set efficiencies and therefore increases agency effectiveness and achieves agency business needs, objectives and goals. During RTR, an agency is not required to eliminate a position if the agency needs to re-purpose the position to meet agency business needs, objectives and goals. The program was piloted beginning in 2013 and became permanent pursuant to House Bill 495 (S.L. 2015-260). The Appropriations Act of 2015 (S.L. 2015-241) requires OSHR and the Office of State Budget and Management (OSBM) to report to the Joint Legislative Commission on Governmental Operations annually on the RTR program.

First, if an agency chooses to utilize the RTR program, the Agency Head and Human Resources Director will draft the agency's RTR plan based on the agency business needs, objectives, goals and critical skills. This plan is sent to OSHR to ensure compliance with the RTR policy. OSBM will notify OSHR of fund availability, and OSHR will communicate the plan/fund approval/denial to the agency. If the agency plan is approved, then the agency will implement RTR.

Next, the agency will send an RTR announcement to the affected organizational units. Employees in these units will have 21 calendar days to decide to participate by signing an RTR Volunteer Separation Agreement which is submitted to OSHR. The agency will select participants and notify volunteers of acceptance or denial, based on the agency's need for the critical skills identified in the plan. If selected for participation, the employee will sign a Settlement Agreement and Waiver of Claims and receive a separation payment based on the Reduction in Force (RIF) state policy formula, which is the standard state severance salary formula. In addition, a one-time payment of $5,500 will be added to the separation payment that may be used by the employee after resignation to purchase health insurance.

RTR Process

Agency decides to utilize RTR Policy

Agency head and agency HR director draft RTR plan based on:
- Business needs
- Agency objectives and goals
- Critical skills requirements

Agency RTR plan sent to OSHR for compliance review and approval

Upon approval, agency sends RTR announcements to employees in affected organizational units

Employees have 21 days to decide to participate and sign RTR Volunteer Separation Agreement

Agency decides to accept or deny participation of individual employees based on agency skill-set needs per the RTR Plan

Approved RTR participants:
- Sign a Settlement Agreement and a Waivers of Claims
- Receive separation payment based on standard severance formula
- Receive one-time payment of $5,500 that may be used to purchase health insurance.

Finally, if the agency receives more volunteers than needed for the RTR, management may elect to accept additional volunteers and must use length of service (greater total state service) as the determining factor in selecting participants. If there are fewer volunteers than needed to achieve the goals of the RTR plan, the agency must implement a RIF to proceed with the restructuring and reorganization plans to achieve the approved minimum reductions. The agency may implement up to the maximum contained in the RTR plan. The agencies will select employees for RIF to meet the goals, and will notify affected employees.

b. Agency Role - OSC, OSBM, and State Treasurer

Office of State Controller	Office of State Management and Budget	State Treasurer
Provides the agency with separation amount by employee for the RTR eligible employees.	Notifies the agency of fund availability needed for the agency's RTR implementation and provides approval of funds disbursement.	Addresses questions that eligible employees may have related to retirement planning.

c. OSHR Control Center

The OSHR Control Center serves as a single point of contact for Agency HR Personnel, Agency RTR Coordinators, RTR Employee Volunteers, OSBM, OSC and State Treasurer/Retirement. Employees that wish to participate in the RTR Program submit their completed Volunteer Separation Agreement to the OSHR Control Center. The OSHR Control Center delivers these agreements to the agency for approval/denial. Within 45 days of termination, the employees submit the completed Settlement Agreement/Waiver of Claims to the OSHR Control Center.

II. Program Timeline & Participants

Participating Agencies	Timeline	Status
DHHS- Medical Assistance	10/14/2015 – 06/30/2016	Complete
OSA	12/17/2015 – 05/31/2016	Complete
DOT – Division of Highways and Technical Services	5/31/2016 – 09/01/2016	In Progress

III. Communications & Timeline

Participating Agency	Timeline	Status
DHHS		
RTR Announcement within the Division	10/14/2015	Complete
Volunteers submitted RTR Separation Agreements	10/14/2015 – 11/04/2015	Complete
Finalize participants	11/13/2015	Complete
Volunteer separation	01/31/2016 - 06/30/2016	Complete
OSA		
RTR Announcement within the Division	12/17/2015	Complete
Volunteers submitted RTR Separation Agreements	01/07/2016	Complete
Finalize participants	01/15/2016	Complete
Volunteer separation	03/01/2016 – 05/31/2016	Complete
DOT		
RTR Announcement within the Division	05/31/2016 – 6/02/2016	Complete
Volunteers submitted RTR Separation Agreements	6/27/2016	Complete
Finalize participants	6/30/2016	Complete
Volunteer separation	7/22/2016 – 8/31/2016	In Progress

IV. Results/Findings

Implementation Results	DHHS	OSA	DOT
Participants eligible to volunteer	55	119	1014
Participants volunteered	8	12	168
Participants approved for RTR	8	12	163
Participants denied for RTR	0	0	5
Participants selected for RTR-RIF	0	0	0

V. Expenditures

Agency	RTR Expenditures	RTR-RIF Expenditures	Total Expenditures	# of Separated Employees	Average Expenditure
DHHS	$297,597.96	$0.00	$297,597.96	8	$37,199.75
OSA	$672,331.82	$0.00	$672,331.82	12	$56,027.65
DOT	$7,531,794.59	$0.00	$7,531,794.59	163	$46,207.33
GRAND TOTALS	$8,501,724.37	$0.00	$8,501,724.37	183	$46,457.51

VI. Overall Program Observations

Participating agencies (DHHS, OSA and DOT) have been able to reorganize and repurpose existing funds to establish positions with new competencies to meet new agency strategic business needs. The RTR program enables these agencies to place employees with the right skills and competencies into positions needed to meet current and future changes.

Actions taken by the participating agencies after the RTR can be categorized into three main types:

1	2	3
Restructured	**Reclassified**	**Skill Set or Financial Gain**
Includes positions with new working titles and primary job duties or positions reorganized to new work units after the RTR.	Reallocation of an individual position to a different classification after the RTR.	Includes positions that were kept within the same classification and structure. In this case, the position may be filled with an employee at a lower salary or with a skill set that better aligns with the agency's needs post RTR.

Restructured refers to the positions with new working titles and primary job duties or positions reorganized to new work units after the RTR. Reclassified refers to the reallocation of an individual position to a different classification after the RTR. Skill Set or Financial Gain represents positions that were kept within the same classification and structure. In this case, the position may be filled with an employee at a lower salary or with a skill set that better aligns with the agency's needs post RTR.

VII. Agency Actions

a. Department of Health and Human Services - Division of Medical Assistance

Position Number	Classification at Time of RTR	Salary	Separation Date	Action Taken
60042878	Program Integrity Investigator	$55,287.00	3/31/2016	Restructured
60042868	Nurse Consultant	$65,205.00	1/31/2016	Reclassified
60042838	Admin Officer III	$56,253.00	3/31/2016	Restructured
60042863	Nurse Consultant	$40,783.00	3/31/2016	Restructured
60042593	Financial Analyst	$71,644.00	6/30/2016	Restructured
60042797	Processing Assistant IV	$33,195.00	1/31/2016	Reclassified
60042861	Nurse Consultant	$72,240.00	6/30/2016	Restructured
60088942	Program Integrity Investigator	$48,782.00	3/31/2016	Restructured

b. Office of the State Auditor

Position Number	Classification at Time of RTR	Salary	Separation Date	Action Taken
60008866	Assistant State Auditor	$63,725.00	3/1/2016	Skill Set or Financial Gain
60008998	Assistant State Auditor	$57,750.00	3/1/2016	Skill Set or Financial Gain
60008837	Assistant State Audit Manager	$108,272.00	4/30/2016	Skill Set or Financial Gain
60008815	Accounting Manager	$97,743.00	4/30/2016	Skill Set or Financial Gain
60008939	Assistant State Audit Manager	$88,900.00	4/30/2016	Skill Set or Financial Gain
60008819	Admin Support Associate	$37,466.00	4/30/2016	Skill Set or Financial Gain
60008852	Information Technology Manager	$113,805.00	4/30/2016	Skill Set or Financial Gain
60008990	Assistant State Audit Manager	$88,900.00	4/30/2016	Skill Set or Financial Gain
60008813	Deputy State Auditor	$126,007.00	5/31/2016	Skill Set or Financial Gain
60008834	Assistant State Audit Manager	$89,815.00	5/31/2016	Skill Set or Financial Gain
60008812	Chief Deputy III	$131,559.00	5/31/2016	Skill Set or Financial Gain
60009002	Assistant State Auditor	$84,596.00	5/31/2016	Skill Set or Financial Gain

c. Department of Transportation

Position Number	Classification at Time of RTR	Salary	Separation Date	Action Taken
60026969	Right of Way Area Agent	$77,703.00	8/31/2016	TBD
60015535	Maintenance Mechanic V	$46,162.00	8/31/2016	TBD
60021086	Engineering/Architectural Technician	$43,318.00	8/31/2016	TBD
60027257	Engineering/Architectural Technician	$50,046.00	7/29/2016	TBD
60026888	Right of Way Appraiser I	$75,481.00	8/31/2016	TBD
60024023	Processing Assistant IV	$33,298.00	8/31/2016	TBD
60027319	Engineering/Architectural Technician	$60,481.00	8/31/2016	TBD
60027268	Engineering/Architectural Supervisor	$74,562.00	8/31/2016	TBD

Position Number	Classification at Time of RTR	Salary	Separation Date	Action Taken
60027339	Engineering/Architectural Technician	$52,393.00	8/12/2016	TBD
60026958	Processing Assistant IV	$30,378.00	7/22/2016	TBD
60015520	Maintenance Mechanic IV	$39,927.00	8/31/2016	TBD
60026669	Right of Way Branch Manager	$96,266.00	8/31/2016	TBD
60018049	Technical Trainer III	$52,113.00	8/31/2016	TBD
60027371	Engineering/Architectural Technician	$43,031.00	8/31/2016	TBD
60027657	Engineering/Architectural Manager	$110,962.00	8/31/2016	TBD
60027223	Engineering/Architectural Manager	$101,364.00	7/31/2016	TBD
60025055	Plant Maintenance Supervisor III	$66,769.00	8/31/2016	TBD
60025062	Machinist	$57,091.00	8/31/2016	TBD
60027198	Office Assistant IV	$34,917.00	7/31/2016	TBD
60026993	Engineer	$62,548.00	7/31/2016	TBD
60024047	Processing Assistant IV	$39,971.00	8/31/2016	TBD
60026863	Right of Way Technician	$39,632.00	7/31/2016	TBD
60027272	Engineering/Architectural Technician	$42,251.00	8/31/2016	TBD
60027349	Engineering/Architectural Technician	$55,793.00	8/31/2016	TBD
60027315	Engineering/Architectural Technician	$45,421.00	7/29/2016	TBD
60020140	Engineering/Architectural Technician	$33,457.00	7/29/2016	TBD
60027451	Engineering/Architectural Technician	$59,780.00	8/31/2016	TBD
60015534	Engineering/Architectural Technician	$57,766.00	8/31/2016	TBD
60027351	Engineering/Architectural Technician	$55,121.00	8/31/2016	TBD
60027344	Engineer	$69,268.00	7/31/2016	TBD
60025009	Machinist	$45,375.00	8/31/2016	TBD
60027376	Engineering/Architectural Technician	$43,237.00	7/29/2016	TBD
60025054	Vehicle/Equipment Repair Technician	$45,861.00	7/22/2016	TBD
60025014	Machinist	$45,648.00	7/29/2016	TBD
60027345	Engineering/Architectural Technician	$47,544.00	8/31/2016	TBD
60027232	Program Assistant V	$36,371.00	8/31/2016	TBD
60027195	Right of Way Unit Supervisor II	$82,841.00	8/31/2016	TBD
60029663	Engineer	$71,000.00	8/31/2016	TBD
60027321	Engineering/Architectural Technician	$43,445.00	8/31/2016	TBD
60025002	Maintenance Mechanic II	$32,457.00	7/31/2016	TBD
60027312	Engineer	$56,802.00	7/22/2016	TBD
60027258	Engineering/Architectural Technician	$44,693.00	7/31/2016	TBD
60027330	Engineering/Architectural Manager	$95,253.00	7/31/2016	TBD
60027200	Right of Way Agent Supervisor II	$75,346.00	7/31/2016	TBD
60026909	Right of Way Appraiser II	$63,000.00	7/31/2016	TBD

Position Number	Classification at Time of RTR	Salary	Separation Date	Action Taken
60024066	Personnel Technician I	$45,576.00	7/31/2016	TBD
60027340	Engineering/Architectural Technician	$57,225.00	8/31/2016	TBD
60027231	Warehouse Manager I	$34,834.00	7/31/2016	TBD
60024050	Area Equipment Superintendent	$63,810.00	8/31/2016	TBD
60027310	Engineering/Architectural Technician	$52,867.00	7/31/2016	TBD
60024011	Information Processing Technician	$39,262.00	8/31/2016	TBD
60026801	Right of Way Consultant Coordinator	$66,694.00	8/31/2016	TBD
60026869	Right of Way Appraiser III	$67,000.00	8/31/2016	TBD
60024022	Engineering Assistant	$36,374.00	8/31/2016	TBD
60025064	Processing Assistant IV	$36,188.00	7/31/2016	TBD
60026914	Right of Way Unit Supervisor I	$82,872.00	8/31/2016	TBD
60026948	Management Engineer II	$77,575.00	7/31/2016	TBD
60027270	Engineering/Architectural Technician	$50,173.00	8/31/2016	TBD
60027652	Engineer	$57,946.00	8/31/2016	TBD
60026854	Right of Way Appraiser II	$59,731.00	7/29/2016	TBD
60015538	Maintenance Mechanic V	$49,792.00	8/31/2016	TBD
60027368	Engineer	$68,821.00	8/31/2016	TBD
60017917	Engineering/Architectural Technician	$54,980.00	8/31/2016	TBD
60024006	Administrative Officer II	$52,341.00	8/31/2016	TBD
60026670	Right of Way Assistant Branch Manager	$91,401.00	8/31/2016	TBD
60024009	Processing Assistant III	$28,920.00	8/26/2016	TBD
60020114	Office Assistant III	$27,708.00	8/31/2016	TBD
60024059	Management Engineer III	$84,161.00	8/31/2016	TBD
60021560	Engineering/Architectural Technician	$47,058.00	7/22/2016	TBD
60026840	Right of Way Appraisal Unit Supervisor	$90,780.00	8/31/2016	TBD
60024035	Fleet Support Specialist	$69,686.00	8/31/2016	TBD
60027470	Engineering/Architectural Technician	$60,779.00	8/31/2016	TBD
60027196	Right of Way Agent I	$49,877.00	8/31/2016	TBD
60027363	Engineering/Architectural Technician	$31,314.00	8/31/2016	TBD
60025058	Trades Worker Supervisor II	$49,950.00	8/31/2016	TBD
60015476	Engineering/Architectural Manager	$103,039.00	7/29/2016	TBD
60026995	Engineering/Architectural Supervisor	$91,487.00	7/31/2016	TBD
60025018	Maintenance Mechanic IV	$45,705.00	8/31/2016	TBD
60026858	Right of Way Appraiser II	$65,136.00	7/31/2016	TBD
60026572	Engineer	$65,675.00	8/31/2016	TBD
60026560	Engineer	$70,012.00	7/31/2016	TBD
60026599	Engineer	$74,970.00	8/31/2016	TBD

Position Number	Classification at Time of RTR	Salary	Separation Date	Action Taken
60015749	Engineering/Architectural Supervisor	$90,560.00	7/31/2016	TBD
60027516	Engineer	$61,381.00	8/31/2016	TBD
60027472	Engineering/Architectural Technician	$63,079.00	8/31/2016	TBD
60026575	Engineer	$57,946.00	8/30/2016	TBD
60029099	Information Processing Technician	$33,781.00	7/31/2016	TBD
60026624	Engineering/Architectural Manager	$100,521.00	7/31/2016	TBD
60027499	Engineer	$59,466.00	8/12/2016	TBD
60027420	Engineer	$81,941.00	8/31/2016	TBD
60026640	Engineer	$53,728.00	8/31/2016	TBD
60027498	Information Processing Technician	$38,939.00	7/22/2016	TBD
60027463	Engineer	$82,133.00	8/19/2016	TBD
60026649	Engineering/Architectural Manager	$95,173.00	8/31/2016	TBD
60027046	Engineer	$63,048.00	8/31/2016	TBD
60015750	Engineer	$82,738.00	7/31/2016	TBD
60027414	Engineering/Architectural Manager	$103,039.00	8/31/2016	TBD
60027057	Engineer	$54,724.00	8/31/2016	TBD
60026610	Engineering/Architectural Technician	$38,405.00	8/31/2016	TBD
60015737	Engineering/Architectural Manager	$103,922.00	7/31/2016	TBD
60027422	Engineering/Architectural Manager	$100,995.00	8/31/2016	TBD
60026550	Engineer	$66,192.00	8/31/2016	TBD
60026537	Processing Assistant II	$28,285.00	8/31/2016	TBD
60027527	Engineer	$80,200.00	8/5/2016	TBD
60027528	Engineer	$72,001.00	8/26/2016	TBD
60015764	Engineer	$53,728.00	8/31/2016	TBD
60026549	Engineer	$53,728.00	8/4/2016	TBD
60027417	Engineer	$80,927.00	8/31/2016	TBD
60027460	Engineer	$86,507.00	8/31/2016	TBD
60023915	Engineering/Architectural Technician	$60,284.00	8/31/2016	TBD
60025880	Engineer	$68,214.00	7/31/2016	TBD
60025957	Engineering/Architectural Supervisor	$84,875.00	7/29/2016	TBD
60025927	Engineering/Architectural Supervisor	$99,181.00	7/31/2016	TBD
60023953	Engineering/Architectural Technician	$45,666.00	7/31/2016	TBD
60025955	Engineering/Architectural Supervisor	$98,473.00	7/31/2016	TBD
60026009	Engineering/Architectural Supervisor	$80,433.00	7/22/2016	TBD
60025866	Engineering/Architectural Supervisor	$87,790.00	7/31/2016	TBD
60025958	Engineering/Architectural Supervisor	$88,191.00	8/31/2016	TBD
60023984	Engineering/Architectural Technician	$52,797.00	8/31/2016	TBD

Position Number	Classification at Time of RTR	Salary	Separation Date	Action Taken
60023925	Engineering/Architectural Technician	$53,140.00	8/31/2016	TBD
60025994	Engineering/Architectural Supervisor	$90,560.00	7/31/2016	TBD
60023909	Engineering/Architectural Supervisor	$77,730.00	7/31/2016	TBD
60025856	Engineer	$62,749.00	7/31/2016	TBD
60025928	Engineer	$64,922.00	8/31/2016	TBD
60025853	Engineering/Architectural Supervisor	$99,181.00	7/31/2016	TBD
60025906	Engineer	$64,330.00	8/31/2016	TBD
60023940	Engineering/Architectural Technician	$50,073.00	8/12/2016	TBD
60023920	Engineer	$58,392.00	7/31/2016	TBD
60025998	Engineer	$76,605.00	7/31/2016	TBD
60015789	Engineer	$86,505.00	8/31/2016	TBD
60025852	Engineering/Architectural Supervisor	$90,912.00	8/31/2016	TBD
60025983	Engineer	$56,717.00	8/31/2016	TBD
60025952	Engineer	$63,151.00	8/31/2016	TBD
60025911	Engineering/Architectural Supervisor	$89,908.00	8/31/2016	TBD
60023899	Engineering/Architectural Technician	$48,753.00	7/31/2016	TBD
60023960	Engineering/Architectural Technician	$50,429.00	7/31/2016	TBD
60025867	Engineering/Architectural Supervisor	$86,819.00	8/31/2016	TBD
60023956	Administrative Officer III	$57,225.00	7/31/2016	TBD
60023995	Engineering/Architectural Technician	$52,393.00	7/22/2016	TBD
60025090	Processing Assistant IV	$31,860.00	8/31/2016	TBD
60023904	Engineer	$68,633.00	8/31/2016	TBD
60023891	Electronics Technician III	$60,720.00	8/31/2016	TBD
60029426	Engineer	$67,180.00	8/26/2016	TBD
60029365	Engineering/Architectural Supervisor	$92,912.00	8/31/2016	TBD
60029329	Engineer	$74,969.00	8/31/2016	TBD
60029412	Engineer	$57,946.00	7/31/2016	TBD
60029506	Engineer	$86,771.00	8/31/2016	TBD
60027687	Engineering/Architectural Manager	$103,922.00	7/31/2016	TBD
60027684	Engineering/Architectural Manager	$103,922.00	7/31/2016	TBD
60029358	Engineer	$78,200.00	8/31/2016	TBD
60029328	Environmental Program Supervisor III	$92,384.00	8/26/2016	TBD
60029319	Engineering/Architectural Supervisor	$99,181.00	8/31/2016	TBD
60029369	Engineer	$79,017.00	8/31/2016	TBD
60029379	Engineering/Architectural Supervisor	$96,351.00	7/31/2016	TBD
60027193	Engineer	$62,780.00	7/31/2016	TBD
60025809	Engineering/Architectural Supervisor	$89,819.00	7/31/2016	TBD

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60027015	Engineering/Architectural Supervisor	$90,912.00	7/31/2016	TBD
60025734	Engineering/Architectural Supervisor	$97,761.00	7/31/2016	TBD
60025807	Engineering/Architectural Supervisor	$96,381.00	7/31/2016	TBD
60025815	Engineer	$68,344.00	8/31/2016	TBD
60025735	Engineering/Architectural Supervisor	$95,265.00	7/31/2016	TBD
60025666	Engineer	$79,483.00	7/31/2016	TBD
60027188	Engineering/Architectural Manager	$102,885.00	7/31/2016	TBD