

## COUNTY OF ROCKBRIDGE, VIRGINIA

### PERSONNEL MANAGEMENT PLAN POLICY FOR COST REDUCTIONS WITH REVENUE DECLINES

When the County experiences revenue reductions for which there is no mechanism in place to enhance revenues, the following personnel management plan will be implemented on a step-by-step basis:

- 1) Hiring freeze with no consideration or creation of new positions;
- 2) Vacant jobs remain unfilled with responsibilities and workload assumed by existing staff;
- 3) Salaries frozen with no pay increases;
- 4) Employees near retirement to be encouraged to retire;
- 5) Organizational structure to be redefined;
- 6) Across the board furloughs to occur; and
- 7) Layoffs of employees on a temporary or permanent basis occur with selection for layoffs handled in a fair and consistent manner.

Decisions to downsize the workforce are to be based on job-related criteria with efforts made to retain employees whose positions and competencies are central to the County's mission while protecting seniority rights of employees.