

Idaho Department of Correction 	Policy	Control Number: 231	Version: 1.2	Page Number: 1 of 1
		Title: Reduction in Force		Adopted: 2-4-2009 Reviewed: 5-25-2011 Next Review: 5-25-2013

This document was approved by Brent Reinke, director of the Idaho Department of Correction, on 5/25/11 (signature on file).

Open to the general public: Yes No

If no, is there a redacted version available: Yes No

BOARD OF CORRECTION IDAPA RULE NUMBER

[None](#)

POLICY STATEMENT

It is the policy of the Idaho Board of Correction that the Idaho Department of Correction (IDOC) initiate a reduction in force whenever deemed necessary, which may be due to, but not limited to, the abolishment of positions, the shortage of funds or work, the end of an employee's limited service appointment, or an employee's failure to successfully complete the established probationary period.

It is also the policy of the Board that the IDOC approach reduction in force situations with sensitivity, while maintaining safety and security.

PURPOSE

The purpose of this policy is to communicate the Board's philosophy regarding management's right to reduce staffing and operational needs.

SCOPE

This policy applies to all procedures created under the authority of this policy and to all IDOC employees.

RESPONSIBILITY

The director of the IDOC and the director of Human Resource Services (HRS) are responsible for overseeing the implementation of this policy and the development and implementation of a standard operating procedure (SOP) for managing reduction in force situations.

At a minimum, the following layoff procedures must be addressed in the SOP:

- The employee retention point system and audits,
- Layoff determinations and notifications,
- Voluntary demotions, and
- The Layoff Register.

REFERENCES

None