



## **CITY OF HATTIESBURG REDUCTION IN FORCE POLICY**

The City of Hattiesburg is charged with providing consistent services to the residents of Hattiesburg. In the event that economic or operational circumstances arise in which there become shortages of revenue or other economic changes in the organization that require strategic fiscal adjustments, a reduction in force may be required.

Reduction in force would be only implemented after other alternatives were exhausted such as hiring freezes and limiting purchasing/travel were found to be insufficient. Initially, force reduction will be accomplished by attrition.

The primary objective of the City of Hattiesburg when reducing the work force will be the continued provision of services to the residents of Hattiesburg. When deciding reduction in force, the City will consider the following factors, not necessarily in the order listed:

- Criticality of the position to the provision of City services
- Employee attendance and discipline history
- Experience, professional training, length of service and work assignment
- Skills and licensure in the area where the City has requirement
- Positions with shared similar duties within an area

A reduction-in-force notice may be provided to the affected employee by personal delivery or, if the affected employee is not present in the workplace, via certified mail or electronic mail when possible, to the address shown for the employee in the City's human resources records.