

## Texas Department of Criminal Justice Reduction-in-Force (RIF) Fact Sheet

### 1. Military Reservists

- Federal and state law provides that an employee on active military service is entitled to reemployment into the same or similar job. Therefore, an employee on active military duty is not subject to the RIF.
- State law provides that an employee who returns from active military duty is not subject to a RIF for a period of one year after reinstatement.

### 2. Family and Medical Leave (FML) Impact

An employee on FML does not receive a preference. The question to be asked is whether the position would be deleted if the employee were actively working. If the answer is yes, the position may be deleted.

### 3. RIF Methodology

- It is not necessary to apply the RIF methodology when a one-of-a-kind position is to be deleted or when all positions with the same title and function within the same geographical area or working group are to be deleted.
- The RIF methodology will be applied only when some but not all positions within the same geographical area or working group and with the same payroll title and function are to be deleted. In such instances, the following factors (tie breakers) shall be considered in the order listed to determine which position(s) are to be deleted.

<b>RIF Methodology</b>	
<b>Factors:</b>	<b>Delete position(s) held by employee(s):</b>
<b>Total Months of State Service</b>	With the least total months of state service
<b>Current Date of Hire</b> (Consider only if total months of state service are equal.)	With the most recent date of hire
<b>Foster Child Employment Preference*</b> (Consider only if the total months of state service and current date of hire are equal.)	Not covered by the foster child employment preference (as defined in PD-25, "Reduction-in-Force Procedures")
<b>Veteran's Employment Preference*</b> (Consider only if total months of state service and current date of hire are equal and the foster child employment preference does not break the tie.)	Not covered by the veteran's employment preference (as defined in PD-25, "Reduction-in-Force Procedures")
<b>Job-related Education, Experience, Certification, and Training</b> (Consider only if total months of state service and current date of hire are equal and the veteran's employment preference does not break the tie.)	Who has the least amount of combined inside and outside job-related education, experience, certification, and training (consideration shall be similar to selecting an applicant for the position and shall be documented)
<b>Performance of Job-Related Duties</b> (Consider only if all other factors are equal.)	Who has the lower performance evaluation ratings as documented on the employee's most recent annual performance evaluation
* If a RIF employee entitled to foster child employment preference is equally qualified with a RIF employee entitled to veteran's employment preference, the former foster child's position shall not be deleted.	