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Article 14

Reduction-in-Force and Transfer of Function

Section 1. Negotiations

~~The Administration and the Union~~ **This agreement will** recognize that unit employees may **be** seriously and adversely affected by a reduction-in-force and/or transfer of function action. In the event of a reduction-in-force and/or transfer of function, the Administration will notify the Union and ~~fulfill its obligation to bargain. consistent with 5 U.S.C. 71.~~

Section 2. Notification to Union

A. Written notification shall be made at the earliest possible date but not less than 60 days prior to the advance notice to employees. The notification will include:

- 1. The reason for the action to be taken;
- 2. The approximate number of employees who may be affected initially;
- 3. The types of positions anticipated to be affected initially; and

27 4. The anticipated effective date that action will be taken.

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29 **5. The criteria and ranking the Agency intends to utilize for the RIF.**

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31 ~~B. The Administration shall provide the Union, upon request, with information in~~
32 ~~accordance with 5 U.S.C. 7114(b) (4).~~

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34 **Section 3. Notice to Employees**

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36 The Administration will give an advance notice of 60 calendar days to employees
37 who may be affected by a reduction-in-force action.

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39 **Section 4. Avoidance of RIF**

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41 **Prior to conducting a reduction in force, the Agency shall conduct a cost**
42 **study analysis to determine whether instituting a furlough, retraining**
43 **program for affected employees or reducing staff through attrition would**
44 **be more cost effective than conducting a RIF. Before initiation, the Union**
45 **shall be consulted, within 3 days of the study, as to methodology. A copy**
46 **of the study will be provided to the Union and the Union will be given an**
47 **opportunity to provide comments at least 30 days prior to the announced**
48 **RIF.**