



Reduction in Force (RIF) Notices

Content of Specific RIF Notice

A specific RIF notice must contain the following information:

1. What RIF action the agency is taking (for example, the employee will be separated, demoted, or furloughed for more than 30 days);
2. The reasons for the RIF action;
3. The effective date of the RIF action;
4. The employee's competitive area, competitive level, retention subgroup, retention service date, and annual performance ratings of record received during the last 4 years before the agency issues RIF notices, or freezes ratings used to determine employees' retention standing;
5. The place where the employee may inspect the regulations and records pertinent to his or her case;
6. If applicable, the reasons for retaining a lower-standing employee under a mandatory exception, a permissive continuing exception, or a permissive temporary exception;
7. If applicable, notification that employees are being separated under the "liquidation provision" without regard to retention standing within the subgroup, and the date the liquidation RIF will be completed; and
8. If applicable, the employee's right to appeal the RIF action to the Merit Systems Protection Board under the provisions of the Board's regulations, or to grieve the action under a negotiated grievance procedure.

Additional Notice Requirements for RIF Separations.

When an agency separates an employee by RIF, the agency must provide the employee (either in or with the RIF notice, or as a separate supplemental notice to the released employee), with information on:

1. Severance pay, if the displaced employee is eligible, including an estimate;
2. Benefits available through the State under the Workforce Innovation and Opportunity Act (WIOA) (unemployment benefits);
3. Authorizing the release of the displaced employee's resume to potential employers;
4. Registration for the RPL;
5. The agency's CTAP for local surplus and displaced employees;
6. The interagency ICTAP program; and
7. How to apply for unemployment insurance through the appropriate State office.