



OFFICE OF HUMAN RESOURCES

Isiah Leggett
County Executive

Shawn Y. Stokes
Director

MEMORANDUM

March 13, 2015

TO: Affected Departments

FROM: Shawn Y. Stokes, Director
Office of Human Resources 

SUBJECT: Discontinued Service Retirements

The current fiscal situation will require departments and agencies to reduce their FY 16 compliments through position deletions. Many of the positions being cut are encumbered positions. As a result, the County will be experiencing a reduction-in-force (RIF). Past experience has shown that the possibility of a reduction-in-force creates a great deal of anxiety for both employees and managers.

In an effort to reduce the anxiety created by the reduction-in-force process, requests for a DSR will be entertained prior to the conduct of the reduction-in-force.

A request for a DSR will be considered if the following conditions are present:

1. There are no vacant positions in the affected class.
2. There are no temporary employees in the affected class.
3. The employee expressing an interest in a DSR is the most senior employee in the class or the most senior employee(s) have indicated they are not interested in a DSR.
4. The employee meets all other requirements for a DSR.

Once the Office of Human Resources is made aware of the departments and job classes affected by RIF and seniority lists have been confirmed, we will notify the affected departments as to who in their affected classes are eligible for a DSR. I suggest that you meet with your employees in each affected class on or after March 15, 2015 to inform them of the impending RIF. During this meeting, you may indicate that a DSR is a possibility if you have eligible employees in that class. OHR will also notify the eligible employees of the DSR process and meetings. No employee should be asked or coerced to accept a DSR. Should an employee express interest, you should refer them to their Recruitment and Selection Team Human Resources Specialist for further discussion.

If you have any questions, you may call Melissa Voight Davis, Manager, Recruitment and Selection Team at 240-777-5071.

cc: HR Liaisons