



# ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 507: REDUCTION IN FORCE

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## A. General Provisions

1. Reduction In Force (layoff) privileges only apply to regular full-time employees in the Classified Civil Service who have successfully completed their probationary period. Some bargaining agreements also extend layoff privileges to certain regular full-time employees in the Unclassified Service who have successfully completed their probationary period.
2. Reduction In Force (layoff) policies and procedures shall be in accordance with City of Kettering Civil Service Rules and applicable bargaining agreements.
3. Layoffs of employees in the Unclassified Service shall be on an “at will” basis at the discretion of the City Manager.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City’s Assistant City Managers and Department Directors.

Approved:

11/29/2022  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

11.30.22  
Date

Jenny Smith  
Jenny Smith  
Human Resource Director