REDUCTION IN FORCE POLICY
To supplement
Policy 3-0155(II)(A)

This policy of the Montana State Library Commission is to supplement those established by Montana State government to provide for "reduction in force" as defined in Policy 3-0155.

It is the intent of the Montana State Library Commission that reductions in force be based on mandated programs as defined by Montana statutes and Administrative Rules and by program priorities as determined by the Commission.

The State Librarian shall prepare a reduction in force plan for presentation to the Commission whenever:

A.   Legislative or Executive Action requires a reduction in force or personnel reassignment.

B.   There is reduction or elimination of funds received from the federal government.

C.   There is reduction or elimination of funds received from state government.

D.   The Commission takes action to establish new priorities, objectives, or programs which affect levels and assignments of personnel.

E.   There is a need to eliminate or consolidate positions or a need to reorganize the State Library.

F.   And at any other time the Commission requests the State Librarian to do so.

Criteria to be used by the State Librarian in the preparation of a reduction in force plan:

1.   Language and intent of Legislative or Executive actions requiring a reduction in force or personnel reassignment.

2.   Statutory charge to the Montana State Library Commission as given in Montana Code Annotated and accompanying Administrative Rules.

3.   Statements of priorities, goals and objectives, motions in force, planning documents, or other records of or actions by the Montana State Library

Commission which could reasonably be interpreted as affecting reduction in force.

4.   Evaluation documents and statistical data on current programs.

Upon approval of the plan by the Montana State Library Commission, the State Librarian shall implement the plan as specified by the Department of Administration Policy 3-0155.

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Mike Schulz, Chair   Date
Montana State Library Commission

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Karen Strege   Date
State Librarian

Adopted by State Library Commission
October 13, 1999