

**MONTANA STATE LIBRARY COMMISSION
REDUCTION IN FORCE POLICY DRAFT**

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 Work Force" as defined in Policy 3-0155.

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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 agency priorities as determined by the Commission.

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

1. Legislative or Executive Action requires a reduction in work force or personnel reassignment;
2. There is reduction or elimination of funds received from the federal government;
3. There is reduction or elimination of funds received from state government;
4. The Commission takes action to establish new priorities, objectives, or programs which affect levels and assignments of personnel;
5. There is a need to eliminate or consolidate positions or a need to reorganize the State Library; and;
6. at any other time the Commission requests the State Librarian to do so.

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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 charges 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 that could reasonably be interpreted as affecting reduction in force.
4. Program evaluation documents and statistical data.

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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.

Adopted by State Library Commission on October 13, 1999