

**DOUGLAS COUNTY GOVERNMENT
POLICY FORM**

SUBJECT Reduction in force and employee benefits	CREATED 2/6/09
TITLE Reduction in Force – Employee Benefit Package	APPROVAL 2/6/24, 1/19/24
	REVIEWED/REVISED 3/6/19, 3/1/22, 1/18/24

PURPOSE: To assist County employees who have lost their positions due to either a reorganization or reduction in force.

DEPARTMENT RESPONSIBLE: Human Resources Department

DEPARTMENT(S) AFFECTED: All

POLICY:

In the event of a County restructuring, re-organization, reduction in force, or other separation involving the execution of a Separation Agreement & General Release, the County will provide paid Core Benefits (Medical/Dental/Vision and EAP services if requested) at the same level as prior to the separation. These Core Benefits will cover both the employee and any eligible dependents who were covered at the time of separation. Medical benefits will be paid based on years of service outlined below or until the month eligible for Medicare whichever comes first. The policy to pay Core Benefits is contingent upon the employee executing a County approved Separation Agreement and General Release, and will be applied as follows:

<u>Years of Service</u>	<u>Medical</u>	<u>Dental</u>	<u>Vision</u>
0- 5 years	3 months	3 months	3 months
5 - 10 years	6 months	6 months	6 months
10 -15 years	9 months	9 months	9 months
15+ years	12 months	12 months	12 months

The below related policies can be located under ‘Administrative Policies’ page on the Douglas County website <https://www.douglas.co.us/board-county-commissioners/transparency/policies/>

- Employee Handbook