

## **DISTRICT ORGANIZATIONAL CHANGES, CLOSING OF COMPETITIVE AREAS, AND MAIL PROCESSING FACILITIES REDUCTION TIMELINE – RIF AVOIDANCE AND RIF PROCESS / 2009**

- 3/9/09 Identify and select Transition Manager/Coordinator for each of the closing competitive areas—coordination of HR, Operations, Finance, IT activities.
- 3/9/09 Begin plans for transitioning of consolidated systems and workloads from closing competitive area to gaining competitive areas.
- 3/18/09 Meeting at HQ with Area HR Managers to discuss Organizational changes and policies.
- 3/20/09 Announcement of District closings, District Customer Service Office administrative reductions, Mail Processing Facility reductions, and national VER offering. OCM website updated: Hot Topics, At-a-Glance, Timeline, FAQs.
- 3/20/09 Begin Employee Notifications: Potentially Impacted Employees, Communications. Triggers salary protection policy.
- 3/20/09 Begin employee informational sessions for all RIF-impacted employees.
- 3/20/09 to 8/28/09 Begin RIF Avoidance Period – Phase I, Phase II postings, residual postings and selections – Area HR coordinates LAC postings with HRSSC.
- 3/23/09 Begin transition of workload to gaining District(s).
- 3/31/09 Complete transition of workload to gaining District(s).
- 4/6—4/10/09 Annuity Estimates and VER offer mailings to VER eligible employees.
- 4/10/09 Organizational Effectiveness (OE) completes staffing changes.
- 4/13—6/26/09 HRSSC Service Center processing time-RTR validation of VER applications.
- 4/22/09 Phase I vacancy requisitions submitted NLT COB in eCareer system.
- 4/24/09 Last date for processing Form 50s – selections/reassignments as a result of selections from the last vacancy postings. Ensures accuracy of employee data in webCOINS and TARIF in determining potential impacts.
- 4/28/09 PHASE I POSTINGS
- Phase I (Posting of available vacancies within LAC with potential RIF)
- All qualified employees (impacted and non impacted) within competitive area
- Use eCareer for profile development and application.
- 5/13/09 PHASE I POSTINGS CLOSED – HRSSC processes applications for submission to selecting officials.
- 5/14—5/21/09 Service Center Processing Time.
- 5/22—6/3/09 PHASE I SELECTIONS
- Review and selection of employees in Phase I - LAC postings.
- 5/26/09 Issue General RIF Notice.
- 6/3—6/20/09 Service Center processing Form 50s.
- 6/10/09 Phase II Vacancy Requisitions submitted NLT COB in eCareer system.
- 6/16/09 PHASE II POSTINGS
- Phase II: Posting of vacancies not previously filled in Phase I and District-wide vacancies in Plants and Post Offices.
- All impacted employees in District customer service admin office
- All impacted employees in closing Districts customer service admin office
- All impacted Mail Processing Facility employees
- All impacted Area office employees within District location
- All impacted employees in other facilities where reductions are occurring.
- Use eCareer for profile development and application.
- 6/19/09 Decision to Retire Irrevocable Date – VER 4.
- 6/24/09 Issue specific RIF notice.
- 6/26/09 HRSSC will begin to provide OCM names of employee accepting the VER. OCM will disseminate periodic lists to Area HR for distribution to District HR.
- 7/1/09 PHASE II POSTINGS CLOSED – HRSSC processes applications for submission to selecting officials.
- 7/2—7/13/09 Service Center processing time.
- 7/14—7/23/09 PHASE II SELECTIONS
- Review and selection of qualified employees in Phase II.
- 7/17/09 HRSSC completes RTR validation, processes VER retirement applications and provides list of applicants to OCM.
- 7/24—7/31/09 Service Center processing Form 50s.
- 7/30/09 Phase III Vacancy Requisitions submitted NLT COB in eCareer system.
- 7/31/09 VER effective date.
- 8/4/09 PHASE III POSTINGS
- Phase III: Posting of vacancies not previously filled in Phase II Area-wide.
- All impacted employees Use eCareer for profile development and application.
- 8/11/09 PHASE III POSTINGS CLOSED – HRSSC processes applications for submission to selecting officials.
- 8/12—8/13/09 Service Center processing time.
- 8/14—8/21/09 PHASE III SELECTIONS
- Review and selection of qualified employees in Phase III.
- 8/22—8/28/09 Service Center processing Form 50s.
- 8/28/09 RIF effective date/implementation completed.
- 8/28/09 Organizational changes and consolidations completed.