

Fish and Wildlife Conservation Commission
WORKFORCE TRANSITION PLAN
For
Permanent Status Career Service Employees

The goal of the Fish and Wildlife Conservation Commission's plan is to support employees affected by a pending layoff situation and to assist the employees with job searches, training and placement in a new job. The Workforce Transition Plan is created to ensure every effort has been made to provide a smooth transition for adversely affected employees.

Selected Exempt Service and Senior Management Service employees are at-will and serve at the pleasure of the agency head. SES/SMS employees may be included in any assessment for placement in residual programs and will be provided the same placement assistance as a Career Service employee if affected by a work force reduction.

WORKFORCE TRANSITION TEAM

The agency's Workforce Transition Team will be comprised of persons occupying the following positions:

Assistant Division Director of the affected unit (or equivalent position).
Section Leader of the affected unit (or equivalent position).
Subsection Administrator of the affected unit (or equivalent position).
Director of Human Resources
Senior Personnel Manager

COMMUNICATION PLAN

The agency will provide open, honest and continuous communication regarding agency-staffing changes, as well as provide clear avenues for employees to seek and obtain information and assistance.

The Senior Personnel Manager will make contact with affected employees on a weekly basis, after release of the first notice of the reduction in force. The Senior Personnel Manager will ensure the employees are receiving assistance from the Florida Department of Economic Opportunity and will assist the employees in understanding the benefits available to them for health insurance (Cobra), leave, unemployment compensation and any other available benefits. The Senior Personnel Manager will ensure communication is consistently maintained until affected employees are placed in other employment or refuse further assistance without placement.

ASSESSMENT OF THE POSITIONS TO BE DELETED AND THE MISSION AND GOALS OF THE RESIDUAL PROGRAM

The Assistant Division Director, Section Leader and Sub-Section Administrator of the affected unit will determine which, if any, positions are to be retained. The decision will be affected by the nature of the program change (e.g. privatization, outsourcing, program

reduction, program elimination). The transition team will then identify the positions that will remain to perform the mission and goals of the residual programs (if applicable) and the knowledge, skills and abilities employees will need to carry-out the residual program.

ASSESSMENT OF EMPLOYEES

Non- Sworn FTEs

For non-sworn FTEs, after positions have been identified for reduction, the Workforce Transition team will identify the employees who will be retained to perform the mission and goals of the residual programs (if applicable) based on the knowledge, skills and abilities employees will need to carry-out the duties of the program. A written assessment of each employee in the residual program will be completed. The written assessment shall take into consideration:

- The employee's comparative merit, demonstrated skills, experience and length of service.
- How each employee performs with respect to the commitment, cooperation, excellence, fairness, honesty/integrity, initiative, respect and teamwork.
- Information provided by supervisors, co-workers, stakeholders or others with specific work-related information with whom the team chooses to consult.
- The skills of the employee as they relate to the skills required to mission and goals of the residual program.
- The employee's performance evaluations from the last five years. If an evaluation has not been completed in the previous twelve months a new evaluation must be completed for use in the assessment.
- A recently completed state application from each employee.
- Other documents related to performance including counseling, disciplinary history, work samples, etc.

After completion of the employee assessments, the team will review the information on each employee to determine employees who will be retained and identify the employees who will be laid off during the workforce reduction.

Sworn FTEs

Assessment of sworn FTEs will be in accordance with statute and the collective bargaining agreement between the State and the bargaining representative.

FINAL EMPLOYEE NOTIFICATION/UNION NOTIFICATION

Employees who will be laid-off shall be notified in writing by the DOI director no less than thirty days prior to the effective date of the layoff.

No less than thirty-days prior to the effective date of the layoff, the Director of Human Resources shall notify the union if any affected employees are part of the bargaining unit and shall meet with union representatives, upon their request, to discuss the workforce reduction.

PLACEMENT STRATEGY

The agency will work with the Department of Economic Opportunity (DEO), Reemployment Emergency Assistance Coordination Team (REACT), in cooperation with local workforce boards, the Department of Management Services and other state agencies to provide placement assistance to affected employees.

When three or more employees in one geographical area are to be laid-off, the agency will request DEO conduct a workshop for adversely affected employees. In the alternative, DEO will be requested to provide one-on-one counseling for affected employees.

The agency will request each employee complete an application and/or resume which will be use to assist the employees in securing other employment.

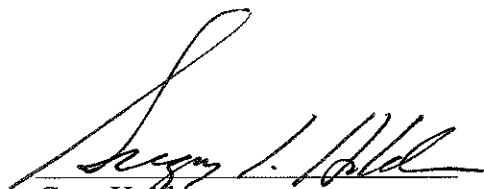
The agency will provide copies of applications to all state agencies, requesting their assistance in placing the affected employees.

STRATEGY FOR MONITORING PLACEMENT

The agency will utilize the Work Force Transition database created by the Department of Management Services to monitor placement of affected employees. The Senior Personnel Manager will update the database on a weekly basis.

Approved:

Date:



Greg Helder
Assistant Executive Director

10.20.2011