

Resolution Implementing a Reduction in Force

The Town Council of the Town of Southern Shores, NC, pursuant to the Town's Reduction in Force policy as incorporated in the adopted Personnel Policy, does hereby enact a reduction in the work force of the Town based on the following findings and conclusion:

1. As one means of contributing to abatement of the continuing use of the Town's fund balance to meet foreseeable budget shortfalls in revenues, the Town Manager has evaluated the necessity of each position employed within the Town's workforce.
2. The Town Manager has considered the services and work outcomes expected and anticipated of each employed position based on the respective job descriptions as documented in the Town's Position Classification Plan; the Town Manager has considered whether the resulting workloads are sufficient to warrant the necessity of each position, considering both current public demand for the services and anticipated budget shortfalls.
3. The Town Manager has determined that certain positions of the Town's work force are not currently necessary for Town operations based on significantly reduced or non-existent workloads; the Town Manager has also determined that the Town can realize reduced expenses if current reduced workloads are performed through private or public contract or by absorption by other positions of the Town's work force.
4. One of the positions determined not necessary for current Town operations is "Administrative Assistant". The current job description for the "Administrative Assistant" position was adopted by the Town Council on July 20, 2010 at the recommendation of the Town Manager.
5. The specific duties and responsibilities delineated in the "Administrative Assistant" job description are unique and clearly distinct from the job descriptions of all other Town positions, including specifically those other positions within the same Administration Department; the "Administrative Assistant" position is therefore a separate class or category from each of the other Town positions.
6. One of the positions determined not necessary for current Town operations is "Code Enforcement Administrator". The primary duties and responsibilities for this position are serving as the Town's Building Inspector. The specific duties and responsibilities delineated in the position's job description are unique and clearly distinct from the job descriptions of all other Town positions; the "Code Enforcement" position is therefore a separate class or category from each of the other Town positions.
7. One of the positions determined not necessary for current Town operations is the part-time position "Fire Inspector". The specific duties and responsibilities for the part-time position "Fire Inspector" are unique and clearly distinct from the job description of all other Town positions; the "Fire Inspector" position is therefore a separate class or category from each of the other Town positions.

8. The Town Manager has now determined that there is insufficient work for the positions of Administrative Assistant, Code Enforcement Administrator and Fire Inspector, thereby creating a necessity that these positions be eliminated from the Town's Position Classification Plan.
9. Upon adoption of this resolution, the Town Manager will implement a reduction in force accordingly.

Based on the foregoing findings of fact, the Town Council concludes that a Reduction in Force of the positions of "Administrative Assistant", "Code Enforcement Administrator" and "Fire Inspector" is necessary.

Therefore be it resolved that the positions of Administrative Assistant, Code Enforcement Administrator and Fire Inspector are eliminated effective November 19, 2010, and the Town Clerk is directed to amend the Town's Position Classification plan commensurate with this action. Upon separation by reduction in force, the employees occupying each of these three positions shall also be paid for their accumulated vacation leave in accordance with the Town's Personnel policy.

The Town Manager is further authorized to administer the absorption of the work of each of these positions into the remaining workforce or contract for the services through private or public contract at reduced expense.

Enacted by the Town Council this the 3rd day of November, 2010.



Mayor

Attest: 

Town Clerk

