



**STATE OF NORTH CAROLINA
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**BEVERLY EAVES PERDUE
GOVERNOR**

**LINDA D. COLEMAN
STATE PERSONNEL DIRECTOR**

June 10, 2009

Memorandum

To: Agency and University Human Resources Directors

From: Linda D. Coleman 
State Personnel Director

Subject: **Reduction-In-Force; OSP Services**

In anticipation of potential Reductions-In-Force in state government, I have put together a team to develop a program to assist employees, agencies, universities and others who may be affected by these most unfortunate economic times. This team, headed by OSP Managing Partner Drake Maynard, has put together a variety of tools and services aimed at reducing the stresses of the RIF process and ensuing transitions beginning June 10, 2009.

A wealth of information will be available on OSP's RIF website, <http://www.osp.state.nc.us/RIF/index.htm>. Employees, supervisors and HR professionals will be able to access tools, workshops and information on such topics as severance pay, priority re-employment, financial counseling, job search workshops and other helpful information.

OSP will also offer a series of webinars for HR professionals on RIF policy and processes, the severance pay process for those organizations using either PMIS or Beacon, and the priority referral process.

As we work together to turn our current challenges into triumphs, I encourage you to make these resources available to your staff. It is my hope that we can continue to insure that state government has an engaged and effective workforce to meet the needs of North Carolina's citizens.

I appreciate your dedication to best practices in human resources during these trying times for our employees and their families.

LDC/mbj/asm