



SUB-TOPIC

**REDUCTION IN FORCE – CLASSIFIED EMPLOYEES**

POLICY

It is the policy of the University to provide administrators with flexibility for organizational staffing changes when needed. Dismissals resulting from reductions in force described below are subject to appeal and review under Policy D8-140, *Grievance Policy and Procedures*. Dismissals resulting from reductions in force are not subject to review under Policy D8-100, *Policies and Procedures for Discipline and Dismissal of Employees*.

PROCEDURES

I. BASIC PROCEDURES

A. Reorganization or Reduction in Staff

Recommendations for reorganizations or reductions in staff within the offices, departments, divisions, and schools of the University may be transmitted through the appropriate administrative channels for final approval by the President, or the President's delegate. If approved, positions may be deleted as described in Section II in order to achieve maximum efficiency and cost effectiveness.

B. Funding Source Not Realized

Classified appointments are made for a period of time not to exceed one fiscal year. Subject to the availability of funds, classified employees may be considered for reappointment for the succeeding fiscal year. In the event the funding source for the full term of the appointment to that position is not realized, continuation of an appointment is not an obligation of the University. A person employed in a position for which funding is not realized shall be terminated as of the date current funding for that position is exhausted, in accordance with Section II. Temporary funding of a position from an alternate source in anticipation of the renewal of a funding source shall not constitute a continuing obligation of employment in the event that such renewal does not materialize. Recommendations for dismissals due to funding sources not realized shall be transmitted through appropriate administrative channels for final approval by the President or the President's delegate.

C. Fiscal Exigency

In the event that a fiscal exigency is declared by the State, U.T. System, or the University, the requirements of this policy will be amended as needed to comply with the terms of any guidance related to the declaration.

D. Recommendation to the President

The written recommendation to the President described in Sections I A and B must document the need for the reorganization or reduction in force and list the positions to be deleted and the employees to be dismissed. The recommendation must explain why the deletions and dismissals are necessary, and why specific positions were selected for deletion. If any positions are to be retained, an explanation of the nondiscriminatory process used to make that determination must be included in the recommendation. A copy of the approved recommendation shall be provided to Human Resources Management.



SUB-TOPIC

**REDUCTION IN FORCE, Continued**

PROCEDURES (Continued):

II. SPECIAL PROCEDURES FOR DISMISSALS UNDER THIS POLICY

A. Advance Notice to Employees

When possible, advance notice should be given to employees to be dismissed under provisions of this policy. To the extent possible, notice shall be at least sixty (60) days in advance of the proposed termination.

B. Reemployment

Any employee dismissed under this policy shall be offered reemployment by the Dean or Department Head if his or her position is reinstated within the next 360 calendar days. The offer of reemployment from the Dean or Department Head shall be by first class mail to the employee's last known address, with a copy to Human Resources Management. The former employee's reply must be received by the Dean or Department Head within 10 working days of the date the offer was mailed, or the offer will be considered to have been declined.

III. SPECIAL ASSISTANCE BY HUMAN RESOURCES MANAGEMENT (HRM)

Employees affected by a reduction in force may apply for other suitable vacant positions within the University. HRM will notify any departments that have posted vacant positions of the availability of the affected employees. Such employees may be appointed to available vacant positions without the necessity of satisfying normal job posting time limits or job pool size. This special consideration will continue for 360 days from the effective date of the reduction in force, or until regular University employment is secured, whichever comes first.

IV. NONDISCRIMINATION

All termination and reemployment decisions pursuant to this policy shall be made without regard to race, color, national origin, religion, sex, age, veteran status, handicap, disability, or sexual preference of the affected employee.