

Title: Reduction In Force Policy

Initial Action: December 2000
Board Agenda: 00-115, 20-010
Last Revised:

- **Policy:** 1/11/2020
- **Procedure:** 1/11/2020

Last Reviewed: 1/11/2020
Effective: January 30, 2020
Next Review: 1/11/2023
Responsibility: Executive Director of Human Resources

Policy:

The Board of Trustees, acting upon the recommendation of the President, and in accordance with Nondiscrimination Policy and Equal Employment Opportunity statement, and applicable laws and regulations, retains the right to determine the size, scope, and nature of the College's workforce, including by implementing a reduction in force.

Reduction of force is a layoff due to lack of funds, lack of work, redesign or elimination of positions(s) due to economic or operational factors, reorganization, or because of financial exigency. Due consideration will be given to the objectives of the reduction in force including, academic integrity, equity and non-discrimination, campus safety and security, and internal controls.

Procedures:

The purpose of this document is to provide general guidelines for college-wide planning and decision-making pertaining to reduction in force.

Prior to a recommendation for a Reduction in Force, the President will first consider alternatives, including modified workloads, reassignments, and furloughs. With advisement from the President's Staff, the President may recommend to the Board of Trustees a reduction in force. The recommendation will outline the number of positions, by job category that will be restructured or eliminated in each department.

Determination of Reduction in Force: The criteria for determining the order of employees affected by a reduction in force should normally be based on the type of appointment held, quality and length of service, funding source, and other considerations determined by the President in order to provide for the most efficient and effective operation of the areas affected and the College as a whole. Whenever practical, temporary employment should be reduced or eliminated first. Probationary employees should be included in a reduction in force before non-probationary employees, providing that those employees remaining have the skills, knowledge and ability to perform the work required of their respective positions.

An employee will be given advanced notice of at least 45 days in advance of the last day of employment pursuant to a reduction in force. Communication of the reduction in force will be provided through the President in consultation with Human Resources. The President may designate a member of the President's Staff to communicate the reduction in force to impacted employees, and external stakeholders as required.

Recall procedures: Employees impacted by position elimination will have the option of being reinstated into their former position if the position is restored within twelve months. Recall will take place in reverse order of position elimination. Individuals recalled under this provision will not be required to serve a new probationary period. An employee may not be eligible for recall if, on the RIF notification date, there is a documented performance plan or disciplinary action in the previous twelve month period.

Consideration of Affected Employees: The College may consider the following non-exclusive list of benefits when determining and implementing a reduction in force: continuation of benefits, tuition assistance, access to services such as counseling, office space, outplacement services and retraining, and severance. The College's decision regarding these benefits will be included in the reduction in force plan presented to the Board of Trustees. Affected employees will be given equitable consideration with respect to any severance packages that may be offered.