1. GENERAL

A reduction in force is the elimination or reduction in FTE (full-time equivalency) of a regular staff position due to lack of work, shortage of funds, elimination of a position, grant expiration, departmental reorganization, or other business reasons resulting in the necessary curtailment of personnel.

2. REDUCTION IN FORCE POLICY

a. All reduction in force separations should be reviewed by a Human Resources representative to ensure compliance with University policies and procedures, and with federal and state laws and regulations.

b. Regular staff members may be separated as a result of a reduction in force, subject to the following provisions:

   (1) The department head will identify the position or positions to be eliminated by job classifications. The department head will then identify staff members working within the department in the same or similar job classifications, and apply the following criteria to determine which staff member(s) will be separated.

   (a) Type of employment – Regular staff will be retained over temporary staff.

   (b) Relative performance – Reduction in force often results in fewer staff members to perform the same work tasks; therefore, in the interest of efficiency, the better performers must be retained.

   (c) Length of service – Total length of service with the university will be considered in determining which staff members are to be separated. Years of service may become a differentiating factor in the separation decision, particularly in instances where other retention criteria are equivalent.

(2) A regular staff member, whose position is eliminated due to a reduction in force, should be referred to Human Resources where he/she may be considered for open positions for which he/she is qualified.

(3) Staff members who are separated due to a reduction in force and who thereafter are rehired within six months into the same position, will be reinstated with their original date of hire and without loss of benefit entitlement and will not be required to serve a new introductory period. Unused paid time off (PTO) leave is paid out at the time of separation. Staff members will not accrue PTO leave during the period between separation and rehire.
REDUCTIONS IN FORCE

3. SEVERANCE PAY

a. Regular staff members who are separated due to a reduction in force will be given advanced written notice, when possible, of separation, or severance pay in lieu of notice. In addition to notice pay, severance pay may be offered by the University in the amount of the equivalent of one week’s pay per completed year of service, provided that the employee signs an appropriate severance release agreement.

b. A staff member is not eligible for severance pay if the effective date of separation occurs within the introductory period of employment, if the staff member is dismissed for cause, or if the separation is voluntary.