

## **CHANCELLOR'S PROCEDURE for Policy 624.01 Reduction in Force**

If believed that a Reduction In Force (RIF) is warranted, the President of the College may submit a written request for approval of a RIF action to the Chancellor indicating the reason for the RIF, the current employee roster of the affected organizational unit with employee classifications, and how the employee roster is proposed to be affected and the manner in which the unit and employee will be affected. Before proceeding with the RIF, the President must obtain written approval to proceed with the proposed RIF action.

The President shall:

**a.** in the event of a proposed reduction-in-force, identify each organizational unit and each employee to be affected by the reduction-in-force to the Chancellor and the manner in which unit and employee shall be affected;

**b.** in the event of an approved reduction-in-force action, temporary and/or part-time employee(s) performing the same duties as non-temporary full-time personnel shall be released prior to the release of any of the non-temporary full-time employee(s);

**c.** in the event of an approved reduction-in-force action affecting non-temporary full-time personnel, a probationary employee performing the same duties as a respective non-probationary employee shall be released prior to the release of the non-probationary employee;

**d.** in the event of an approved reduction-in-force, affecting a full time non-probationary employee, the following factors shall be taken into consideration in the following order:

- 1.** The requirements of any applicable court order or consent decree;
- 2.** Seniority at the respective college in the respective job classification taking into consideration minimum qualifications for the respective position.
- 3.** Seniority at the respective college in the respective organizational unit;
- 4.** Seniority in general at the respective college;
- 5.** Education level.

**e.** when the respective institution imposes a reduction-in-force action and the President determines that a full-time non-probationary employee who is not the senior person in a given job classification or occupational area possesses a certain license, certification, or job skill the loss of which would be severely detrimental to the operation of the college, the President may request review and approval by the Chancellor of an exception to the general guidelines relating to the release of full-time personnel on continuing service status. (This exception shall not be available for part-time, temporary, or probationary employees.)

If the College has adopted a RIF Policy or Guideline, it must be presented to the Chancellor at the time a RIF is requested.