

Policies of the University of North Texas System Administration	Chapter 03
<b>03.209 Reduction in Force</b>	Human Resources

**Policy Statement.** The University of North Texas System Administration endeavors to provide stable employment to all employees. Situations including, but not limited to, financial constraints, elimination of work, reorganization, or changes in business needs or technologies, may require a reduction in the work force to assure the continued quality and efficiency of operations and the achievement of its mission.

**Application of Policy.** All employees.

**Definitions.**

1. **Department.** “Department” means a budgetary unit within the System Administration.
2. **Employee.** “Employee” means an individual who is employed part-time, full-time, or in a temporary capacity, or who is required to be a student as a condition of employment.
3. **Executive Leader.** “Executive Leader” means the top executive or highest level position who has overall authority and responsibility for a division of the System Administration, who reports directly to the Chancellor.
4. **Reduction in Force.** “Reduction in Force” means a separation from employment or reduction in percent effort or work hours due to lack of funds, lack of work, redesign or elimination of position(s) or reorganization, with no likelihood or expectation that the employee will be recalled because the position itself is eliminated.
5. **Seniority.** “Seniority” means the length of continuous service with the System Administration since the most recent employment date.

**Procedures and Responsibilities.**

1. **Reduction in Force Determination.**
  - A. A reduction in force may be necessary or appropriate when there is a redesign or elimination of work, redundancy in roles, or excess capacity

within a work group or across work groups, such that it would be economically feasible and responsible to reduce the number of employees in a department.

- B. Reduction in force decisions will be made without regard to any characteristic protected under applicable federal or state law and in accordance with System Administration policy Civil Rights Compliance.
- C. This policy may not be used to dismiss an employee for misconduct or lack of satisfactory performance.

2. Reduction in Force Approvals. Human Resources shall review and approve reduction in force selections prior to notification to the employee(s).

When a department becomes aware that a reduction in force may be needed, the department head or other appropriate administrative official should contact the Human Resources department, who will provide guidance in assessing options and developing a written plan to implement the reduction in force.

The department head will determine the reduction of staff that will have the least detrimental effect on institutional operations and shall specify the reduction of personnel within each job classification in the unit, department or division accordingly. The individual(s) making the determination shall prepare a written report that outlines:

- a. the reasons supporting a reduction,
- b. the selection criteria for positions selected for reduction, and
- c. the functions affected by the reduction and how functions will be eliminated, combined or altered.

The appropriate Executive Leader must approve the reduction in force proposal for approval.

Responsible Parties: Department head, Executive Leader, Human Resources

3. Reduction in Force Criteria.

The criteria to be used for selecting which position(s) and employee(s) will be reduced shall include the following: The need of the department for certain functions and an employee's specific skills, abilities, documented performance, seniority, and qualifications to fulfill those functions may be considered.

Responsible Parties: Department head, Human Resources

4. Employee Notifications. Employees will receive written notification of the reduction in force no later than a minimum of thirty (30) days prior to the date of the actual reduction.

Responsible Parties: Department head, Human Resources

5. Review Procedure. If an employee who has been notified of a reduction in force has reason to believe the action was not in accordance with this policy, the employee has ten (10) working days from the date of the reduction notification to request review of the decision under the procedures outlined in the Employee Grievances Policy.

**References and Cross-references.**

System Administration Policy 03.201, Employee Affidavit and Other Requirements

System Administration Policy 03.204, Employment of Staff

System Administration Policy 03.213, Criminal Background Check policy

System Administration Policy 03.901, Nondiscrimination / equal employment opportunity, affirmative action and non-retaliation policy

System Administration Policy 03.1001, Employee Grievances

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