

REDUCTION IN FORCE (LAYOFFS)

- 13.1 If because of insufficient funds, economic conditions, program readjustments, or other circumstances, the University effects a general reduction in force, or reduction of force in any area, recommendations of persons to be released will be made by the department head(s) to the Director of Human Resources Management.
- 13.2 The final determination is made by the Director of Human Resources and the department/unit head, subject to a special review by the President. Specific criteria for selecting positions and functions to be affected will be specified and approved by the President a minimum of 30 days prior to implementation.
- 13.3 An employee whose services are terminated because of reduction in force will be give (a) 30 day calendar notice prior to release, (b) payment for accrued vacation time, and (c) preference in re-employment.

Updated, June 10, 2014

Approved by:

Acting President, Dr. Matthew Jenkins