

Refer to Section {B}
{Personnel}Unit
Procedure for {B 17 – Reduction in Force}



1. If, because of insufficient funds, program readjustments, or lack of work, the college effects a general reduction in force, or reduction of force in any area, recommendations of persons to be released will be made by the unit's senior officer to the director of administrative services.
2. The director of administrative services will calculate the seniority of regular employees in comparable positions within the campus. Simultaneously, this office will review all job performance evaluations on file of each employee within the particular position category before decision on layoff is reached.
3. Once specified factors such as employee seniority, special skills and abilities, and job performance are reviewed, final recommendation on layoff will be made by the senior officer and the director of administrative services. Recommendation is then sent to the president for final action.
4. When considering reduction in staff, employees classified as "temporary employees" will be laid off before those classified as "regular employees."
5. Decision for layoff will be communicated to affected person(s) by written notice (certified mail with return receipt) as far in advance as possible but with a minimum of 30 days between the date of the receipt and the beginning of the layoff.
6. Written notification of a layoff will contain the following information:
 - a. The reason for the layoff.
 - b. The effective date of the layoff.
 - c. The right to appeal the layoff within ten working days of the receipt of notification through the college's grievance procedure.
 - d. A statement regarding the terms of reemployment or reinstatement.
 - e. A statement regarding the responsibility of the department and administrative services to assist in securing other employment without guarantee.
7. The office of administrative services will be responsible for counseling the individuals as to opportunities to relocate in a comparable vacant position within the institution. Employees who wish to relocate are responsible for keeping their file current in administrative services. Likewise, employees who are laid off must keep the college informed of their current mailing address.