

Reduction in Force, 2.09
Chapter 2: Personnel

Responsible Office: Human Resources

Applies to: Faculty and Staff

Approved: 04/21/2020

Policy: Rhodes State College strives to provide a stable work environment and workforce. However, at times a reduction in force for College faculty and staff may occur at any time during the year and may be based on lack of funds, lack of work, or reorganization for efficient operations, reasons of economy, or a combination of these reasons. Should this occur, Rhodes State College reserves the right to make the final determination on the need for reductions and the procedures by which those reductions will be implemented.

Guidelines:**I. Definitions:**

- a. **Reduction in Force:** A procedure used to terminate occupied employment positions caused by lost funding, change of work requirements, or the reorganization of a department or business unit. Included are the elimination of a position and/or a layoff.
- b. **Elimination of a Position:** The elimination of a position means the permanent deletion or removal of an encumbered position or positions from the organization or structure of the College resulting from a reorganization for the efficient operation of the College, for reasons of economy, or due to a lack of work.
- c. **Layoff:** A layoff is a non-disciplinary separation from employment due to a lack of funds or lack of work.
- d. **Business Unit:** College Department or Division
- e. **Employee:** The term employee applies to all Rhodes State College faculty and/or staff members with a classification of a regular, annually renewable position with at least a 50% FTE. Can be a nine, nine-and-one half, ten or twelve month appointment.

II. Determination:

If the College determines that a reduction in the work force is necessary, the appropriate administrator shall determine the business unit(s) in which reduction in force will occur and the number of staff to be laid off or eliminated within each classification.

III. Approvals:

All reductions in work force are subject to approval by the President and Executive Director of Human Resources

Related Policies or Procedures:

[Reduction in Force Procedure](#)

History:

	Date:	Reason:
Issued:	04/21/2020	Replaces Policy 8.3 (Reduction in Workforce – Faculty and Administrative, Professional and Technical Staff) and Policy 8.4 (Reduction in Workforce – Support Staff)
Revised:		
Revised:		

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.