
 Vice Chancellor, Business and Finance Date

Reduction in Force Procedures	
Purpose	
1	These procedures are intended to assist departmental managers in developing and implementing Reduction in Force plans.
Scope	
2	The Reduction In Force Policy is applicable to regular Office/Service and Managerial/Professional positions at UNMC. This Reduction in Force policy shall not apply to those employees in probationary periods or those employees in temporary or on-call positions.
Basis of the Policy	
3	Section 4.4.1 of the Bylaws of the Board of Regents and the University of Nebraska President Memorandum dated July 27, 2017 are the basis of the Reduction in Force Policy of the University of Nebraska Medical Center.
Authorities and Administration	
4	The UNMC Human Resources' Division Director of Strategic Staffing, Compensation, Records and HRIT is responsible for the administration, implementation, and maintenance of the Reduction in Force Policy at the campus level in consultation with the Assistant Vice Chancellor for Business and Finance Executive Director of Human Resources and the Vice Chancellor for Business and Finance.
Policy	
5	<p>1.0 A reduction in force is the elimination of staff position(s) and/or the reduction of FTE(s) at the University of Nebraska. A reduction in force may occur because of changing priorities, budgetary constraints, or other operational needs.</p> <p style="padding-left: 40px;">1.0.1 Termination of employment solely due to poor job performance, misconduct, violation of University policy, or other similar reason(s) is not considered a reduction in force.</p> <p>1.1 Affected employees may be separated from employment because of general reduction in force or reduction in force in any one area.</p> <p>1.2 Unless otherwise specified in writing to the employee at the time of employment employees being separated from employment as part of a reduction in force shall be notified in writing at least thirty (30) days prior to the date of separation if classified within the Office and Service classification and at least ninety (90) days prior to the date of separation if classified within the Managerial Professional classification.</p> <p>1.3 This Reduction in Force policy shall not apply to those employees in probationary periods or those employees in temporary or on-call positions. Accordingly, such employees are not required to receive any notification under this policy.</p> <p>2.0 The criteria for determining the order for employees affected by a reduction in force should</p>

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normally be based on the type of appointment held, quality and length of service, funding source, and other considerations determined by the appointing authority in order to provide for the most efficient and effective operation of the area affected.

3.0 Employees shall be eligible for reinstatement and/or reemployment as set forth below.

3.0.1 "Reinstatement" means that the employee will be placed into the position previously held by the employee prior to the reduction in force.

3.0.2 "Reemployment" means that the employee will be placed into a comparable or lower position within the same area as the position previously held prior to the reduction in force.

3.1 An employee shall be reinstated to the position previously held should such position become available within six (6) months from the date of separation due to reduction in force.

3.2 If an employee's previous position is not available, qualified employees shall be reemployed in a comparable or lower position in the same area, or successor area, should such position(s) become available within six (6) months from the date of separation due to reduction in force.

3.2.1 "Comparable position" generally means a position that is similar to the employee's previous position in the following ways: requires similar knowledge, skills and abilities; has similar job content (tasks and responsibilities); and has a similar pay range. Human Resources reserves the right to determine whether a positions is comparable under this policy.

3.3 Employees declining reinstatement to their previous position or reemployment in a comparable position shall not be eligible for any future position under this policy. Employees declining reemployment in a lower position shall continue to be eligible for future positions under this policy.

3.4 Employees who do not respond to an offer of employment within five (5) working days will forfeit their rights under this policy.

3.5 Sections 3.0 to 3.4 of this policy shall not apply to those employees whose job performance is not at least satisfactorily, as determined by Human Resources. In addition, Sections 3.0 to 3.4 of this policy shall not apply to employees on grant funded positions or other positions funded through temporary funds.

4.0 Reduction in Force employees will be considered separated from the University for pay purposes.

4.0.1 Upon reinstatement, reinstated employees will be paid at the same rate of pay as when they left University employment and will not be required to serve a new original probationary period.

4.0.2 Upon reemployment, reemployment employees will be treated as new employees for pay purposes and will be required to serve a new original probationary period.

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	<p>5.0 Reduction in force are not grievable.</p>
<p>Procedures</p>	
<p>6</p>	<p>The approach of the UNMC Human Resources department in assisting in any Reduction In Force situation includes:</p> <ol style="list-style-type: none"> 1. Providing for the continued successful operation of affected department units. 2. Reducing organizational liability. 3. Protecting employees' interests as well as the institution' interests. 4. Maintaining positive employee relations under difficult conditions. 5. Providing transition services (internal and/or external). 6. Providing clear understanding of reinstatement and reemployment rights, rehire eligibility or other UNMC career opportunities. 7. Providing broad support to employees - those who are impacted by Reduction in Force and those who remain on staff. <p>The Human Resources – Strategic Staffing, Compensation, Records and HRIT department will assist in any way possible in assuring a fair and equitable Reduction in Force process that provides for continued operation of the affected unit.</p>
<p>7</p>	<p>Reduction in force decisions should be based on factors that relate to the function of the affected department. Program needs and operating efficiency will determine in what order positions will be eliminated and employees separated.</p> <p>Within a program or function, consideration will be given to funding sources, types of appointments held, and quality and length of service. Within these guidelines, employees should normally be released in the following order:</p> <ol style="list-style-type: none"> 1. Part-time Temporary 2. Full-time Temporary 3. Original Probationary 4. Regular Part Time Employees 5. Regular Full Time Employees. <p>The criteria to be used and results of such use must be reviewed with Human Resources – Strategic Staffing, Compensation, Records and HRIT department.</p> <p>Human Resources, Strategic Staffing, Compensation, Records and HRIT department will provide materials and or assistance for departments to assess the decision-making process and impact of such decisions.</p>
<p>Notice of Non-Discrimination</p>	
<p>8</p>	<p>Please see UNMC's Notice of Non-Discrimination regarding the University of Nebraska Medical</p>



Campus Policy
Reduction In Force Procedures
Policy #: 1028
Effective Date: 10/25/02
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	Center's commitment to creating a diverse and inclusive working and learning environment free from discrimination and harassment.
For additional information, contact Human Resources at 402.559.2710, or see the Reduction-in-Force Procedures .	