

Institutional Handbook of Operating Procedures Policy 03.03.09	
Section: Human Resources Policies	Responsible Vice President: Vice President and Chief Human Resources Officer
Subject: Employment	Responsible Entity: Human Resources

I. Title

Reduction in Force (RIF)

II. Policy

The University of Texas Medical Branch at Galveston (“UTMB”) may reduce its number of employees due to reorganization, anticipated decreased funding, reductions in services to be provided, and/or any other purpose deemed appropriate by UTMB’s President and/or the respective Executive Vice President.

This policy does not apply to faculty, those appointed to positions funded by grants and contracts, administrative and professional personnel, and other classified positions with fixed terms, or those designated temporary or hourly.

III. Procedures

A. Process

1. A determination will be made regarding the positions to be eliminated within a specific department and for a specific job classification. Employees subject to a reduction in force (“RIF”) will be identified based on the RIF Criteria, taking into consideration the needs of UTMB and/or department and individual qualifications that are essential to department operations.
2. All termination and reemployment decisions pursuant to this policy will be made without regard to race, color, national origin, religion, sex, age, disability, sexual orientation, gender expression or identity, genetic information, or veteran status of the employee.
3. Those employees entitled to veteran employment preferences under Government Code 657.002 will be given preference in retaining employment only to the extent that a RIF involves other employees of a similar type or classification.

Any department considering a RIF must first consult with Human Resources for review and assistance prior to the implementation of the RIF and/or communication to employees. Required documentation and approval process is outlined in the Programmatic Changes/Reorganization Manager Guide.

Prior to implementation of a RIF, the President and appropriate Executive Vice President must approve the need for the RIF, the amount of reduction, and area which will be affected by the reduction.

B. Employees whose positions are subject to the RIF shall be notified in writing at least sixty (60) calendar days prior to the elimination of the position. Employees affected by the RIF who are eligible to retire within six (6) months of the notification date may maintain UTMB employment until the date of retirement eligibility.

IHOP Policy 03.03.09

C. Appeal. Positions eliminated due to a RIF are not subject to appeal.

D. Re-Employment. Eligibility for rehire is subject to IHOP Policy 03.03.04, *Eligibility for Re-employment Process*.

IV. Relevant Federal and State Statutes

[Government Code 657.002](#)

V. Related UTMB Policies and Procedures

[IHOP Policy 03.03.04, *Eligibility for Re-employment Process*](#)

VI. Dates Approved or Amended

<i>Originated: 03/11/1997</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Substantive Changes</i>
06/03/2011	03/27/2019
	08/19/2025

VII. Contact Information

Human Resources – Employee Relations

(409)772-8696

hremprel@utmb.edu