Guidelines for Reduction in Force

A UTMB department may reduce its number of employees due to reorganization, anticipated decreased funding, reductions in services to be provided, and/or other purposes deemed reasonably appropriate by UTMB's President. The following guidelines are intended to assist UTMB departments anticipating the need for a reduction in force or reorganization through the process. These guidelines do not apply to faculty, and those appointed to positions funded by grants and contracts and other positions with fixed terms or those designated as temporary or hourly.

STEP ONE: Department considering reduction in force or reorganization contacts Human Resource (HR) consultant to discuss needs and options for plan.

STEP TWO: Department develops reduction in force/ reorganization proposal and sends to HR consultant.

STEP THREE: HR consultant reviews plan and organizational structure to determine if correct employees have been identified. Any special situations will be reviewed including veteran's status and those within 6 months of retirement eligibility. If A& P employees are involved, plans will begin by HR for appropriate outplacement.

STEP FOUR: Plan is forwarded to the appropriate Executive Vice President for approval.

STEP FIVE: Final proposal will be reviewed by the Vice President of Human Resources and Employee Relations and the Senior Vice President and General Counsel or designees.

STEP SIX: Following approval in step five, the plan is forwarded to the President for final approval.

STEP SEVEN: After approval by the president, Human Resources assists the department in developing the communication plan for affected employees. Any required additional notifications are identified.

STEP EIGHT: Human Resources prepares employee notification letters and notifies Employee Assistance Program to be available at time of notification. A minimum of 60 days notification is given.

Proposal Development

Reduction in Force (RIF) or Reorganization proposals should contain the following elements.

I. Introduction
    a. Describe need for RIF/Reorganization
    b. Options, if any for not doing RIF
II. Name of functional area(s) targeted
    a. Describe how and why functional area is targeted
    b. Describe current work of functional area and what will happen to work after RIF
III. Positions affected
IV. Target date for notification
V. Signature page (sample below)

REDUCTION IN FORCE APPROVAL

I approve the attached *department name* reduction in force proposal dated *date*.

_____

title

_____

area executive vice president

I have reviewed the attached *department name* reduction in force proposal dated *date*.

_____

VP Human Resources & Employee Services

_____

Senior VP & General Counsel

I approve the attached *department name* reduction in force proposal dated *date*.

_____

President