Reduction in Force (RIF)

Policy

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.

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 the RIF due to economic reasons will be identified based on the Reduction in Force Criteria. Employees subject to reductions in force for other reasons such as an unforeseen disaster, elimination of services or department reorganization will be identified based on needs of the University 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, veteran status, or disability of the employee.

3. Those employees entitled to veteran’s employment preferences under Government Code 657.002 will be given preference in retaining employment only to the extent that a reduction in force involves other employees of a similar type or classification.

Any department considering a reduction in force shall 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 “Guidelines for Reduction in Force.”

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.

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

Appeal

*Positions eliminated due to a reduction in force are not subject to appeal.*

Re-employment

Eligibility for rehire is subject to Policy 3.3.11, *Re-employment Process.*