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 guide 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 Resources consultant and discusses plan.

STEP TWO: Department develops reduction in force proposal using the attached proposal guideline and sends to HR Consultant

STEP THREE: HR Consultant reviews plan, performance evaluations, and department organizational structure to determine if correct employees have been identified in RIF plan. Any special situations are reviewed by the HR consultant. If A & P employees are included in reduction, Consultant notifies Employee Relations so that executive outplacement process can be implemented. Review by consultant will include checking veteran's status (veteran, orphan or widow) and home address (other RIF'd employees at same address)

STEP FOUR: The following complete packet is forwarded to Employee Relations:
- RIF proposal with required signatures
- Copies of employee evaluations
- Employee LOS report
- Spread sheet with list of affected employees

STEP FIVE: A review panel consisting of the Director of Legal Affairs, Director of Equal Opportunity and Diversity, and Director of Employee Relations or their designees meets with a department representative and discusses plan. If approved, panel signs.

STEP SIX: Following panel review, the plan is forwarded to the President for review and signature.

STEP SEVEN: After approval by the President, Human Resources notifies the department and an employee notification date is determined and communication strategies are developed. Any other required notifications are identified.

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

STEP NINE: Employees are notified by the department. Following notification, employees are contacted by a recruiter to assist with job search.

GUIDELINES FOR PROPOSAL DEVELOPMENT

Reduction in Force 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 the current work of functional area

III.   Positions targeted within functional area(s)

      A. Describe how and why positions are targeted
      B. Identify by position how many positions are targeted
      C. Describe current work of positions
      D. Describe what will happen to work (i.e. eliminated, outsourced, absorbed by other positions)

IV.   Employees selected

      A. Identify individuals by name, title, and employment status (i.e. classified, A& P, Non-Teaching, Full Time and Part Time)
      B. Describe how individuals are selected

          1. Single incumbent position
          2. Comparison of employees- describe how comparison was made and selection

V.   Target date for notification

VI.   Organizational chart

      A. Organizational chart prior to RIF
      B. Organizational chart after RIF

VII.   Signature page (sample page attached)

REDUCTION IN FORCE APPROVAL

I approve the attached *department name* Reduction in Force proposal dated *date* .

_____
title

_____
title

_____
title (entity leader)

I have reviewed the attached *department name* Reduction in Force proposal dated *date.*

_____
Human Resources

_____
Office of Equal Opportunity and Diversity

_____
Legal Affairs

I approve the attached *department name* Reduction in Force proposal dated *date*.

_____
President