

C. RETRENCHMENT

Overview

These policies establish the procedure the institution will follow should retrenchment become necessary. Generally, they also establish a priority system for reduction in force based upon seniority. A policy on retrenchment also should address how various fringe benefits, such as leave, vacation pay, and health benefits, will be provided upon the separation of the employee.

Sample Policies

- T If the position to which you are assigned is eliminated for budgetary reasons, because the work is no longer required, or for any other reason, and if your performance has been satisfactory, the college will attempt to relocate you. If relocation is deemed not feasible by the college and if your performance has been satisfactory, the college will attempt to advise you at least one month in advance of its intent to eliminate the position, and you will receive severance pay based on years of service to the college in accordance with the schedule available from human resources.
- T Whenever budgetary or operational considerations warrant a reorganization within a university division that causes the elimination of a regular staff member's position, certain procedures, as outlined below, must be followed. This policy is established to provide special rights for regular office, clerical, and technical employees whose positions are eliminated through reorganization and whose work performance is satisfactory. For staff members whose performance is less than satisfactory, the procedures on disciplinary actions, outlined elsewhere in this manual, should be considered.

In the event of a reorganization that takes place within a division, such as academic affairs, financial affairs, or student affairs, the resulting elimination of a regularly appointed staff member must have the approval of the appropriate vice-president.

1. The college, school, budget area, or department must be identified by the vice-President as the "affected area" from which present or future openings would be filled by the displaced employees.

VII. Separation

2. Within the “affected area” as defined by the vice-President, the next available opening will be offered to the displaced employees who are qualified, according to past university positions held. Such offers will be made without advertising the open position.
3. While awaiting the next open position, the displaced employee should contact the director of human resources so that maximum consideration may be given for other available openings within the university.

If the displaced staff member refuses to accept an offer of employment to a position that carries at least an equal pay grade, the displaced staff member will be considered for future employment on the same basis as any other applicant through the normal employment process.

- T Retrenchment occurs when financial exigency or a formal change in academic planning, such as changes in the institutional mission, substantial program changes, or major reallocations of resources for academic or support services, requires a reduction in programs or services. If retrenchment requires the elimination of jobs or a reduction in the university workforce, classified employees will, under normal circumstances, be given thirty days notice, and non-classified employees will, under normal circumstances, be given at least sixty days notice.

The university will make serious efforts to help employees affected by retrenchment identify other employment opportunities within the university.

- T The university endeavors to provide stable employment for its staff members. However, situations such as a lack of funds, lack of work, or reorganization may require a reduction in the workforce. If that occurs in your unit and if you are to be laid off, you will receive a written notice as soon as practicable, but no less than 30 calendar days prior to layoff. If you have 10 or more years of service, you will receive a 90-day notice. Human resources will be available to provide information and support during the reduction-in-force process. During your period of layoff, which can be as long as 18 months, depending on your length of service, you will be referred to interview for positions for which you are qualified.