

RIF Plan template

REDUCTION IN WORK FORCE PLAN FOR [Department name]

Background (*State Reason for RIF*)

Departments reporting to the Vice President of Administrative Affairs will incur a x percent reduction to their FY _____ budgets. This budget reduction will require a reduction in this department's work force.

OR

This reduction is a result of a reorganization of _____ based on academic priorities.

OR

The impact of the x percent budget reduction will be a loss of \$_____ to this department.

Rationale (*Refer to RIF Procedures in Staff Handbook*)

In reviewing alternatives, we determined that the current operating budget is so constrained that we could not reduce our operating budget to satisfy this budget reduction.

We have taken the following actions:

1. Implemented a hiring moratorium for the affected classification(s) in this department.
2. Considered reassignments for current employees to other areas but have been unsuccessful in that effort due to (no current job vacancies exist or current employees are not qualified for the _____ positions).
3. Determined that none of the current staff are in their initial probationary period, or are less than .5 FTE.
4. Determined that no employee affected by the budget cut was of an age to consider early or phased retirement.

The following criteria will be used to determine which employees will be affected by lay-off:

- Documented performance - evaluations and/or written documentation - over the three year period immediately preceding this action.
- Seniority was considered if documented performance did not differentiate among employees.