

Termination as result of Reduction in Workforce

To: [Employee Name]
From: [Manager Name]
Re: Notice of Reduction of Force
Date: [insert date]

This notice is being provided in compliance with the University of Oklahoma Staff Handbook, Section 3.7, **Reduction in Work Force**.

We regret to inform you that your position is being eliminated. A reduction in force will occur on [insert date: **must be at least 30 calendar days from date of notice**]. The reason for this action is [reorganization, lack of work, lack of funds, or the abolishment or reduction of an activity]. You have the right to appeal this action through the University's grievance procedure. Any such appeal must be filed within 10 days of your receipt of this notice. Please contact Human Resources for the appropriate forms if you wish to file a grievance.

You also have certain rights of reemployment and reinstatement under the University's Reduction in Force Policy. To maintain reemployment and reinstatement eligibility, you must keep Human Resources informed of your current mailing address.

Recall and reinstatement procedures for employees laid off as result of RIF are as follows:

1. Employees qualified for recall must be screened before advertising a vacancy in the budget unit affected by the reduction in force.
2. Employees will be recalled in inverse order of layoff for any position in the affected budget unit for which they meet the minimum qualifications.
3. Written recall notice from the department head to the employee will be sent by certified letter with return receipt with a copy to Human Resources.
4. Recalled employees shall have 10 calendar days from the date of the return receipt of the letter to notify the University of their intent to return to work, and such limitation shall be stated in the letter of recall to the employee. Employees failing to state an intent to accept reemployment within 10 calendar days will be removed from eligibility for recall.
6. An employee who is not available to report for reemployment within 30 calendar days of the recall notice shall be removed from eligibility for recall.

This memo contains information of the resources being made available on-campus to assist you through this transition.

As a result of this reduction in force, you may be eligible for unemployment insurance benefits. You are advised to apply for unemployment benefits with the Oklahoma Employment Security Commission. If you have questions about this process contact Employee Relations at **xxx-xxxx**.

Employment Section, Human Resources

You should contact the Human Resources Office of Employment at xxx-xxxx to discuss other employment opportunities at the University of Oklahoma Health Sciences Center. You must apply for each vacant position on campus in which you are interested. It will not be the responsibility of the University to find you employment within or outside of the University, however, the Employment Section will assist you through the process which includes but is not limited to resume review and one-on-one counseling concerning available positions on campus. All open position can be researched via the web at <http://www>. or in the Employment section of Human Resources located ...

Benefits Office, Human Resources

Your sponsored health, dental and vision coverage will continue until the end of the month in which the reduction in force occurs.

If you need or choose to continue your health, dental or vision coverage you may do so for a limited time through COBRA. For information regarding the continuation of these benefits, please contact the Benefits Office. You may also contact the Benefits office concerning questions about retirement funds.

On behalf of the University, I wish to thank you for your years of service.

Sincerely,

Department Head

cc: Human Resources
Equal Opportunity Office