



**Effective:** July 27, 2017

**Last Revised:** New

**Responsible University Office:**

*Human Resources*

**Responsible University Administrator:**

*Vice Chancellor of Business and Finance*

**Policy Contact:**

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## Reduction in Force Policy

### POLICY CONTENTS

Scope  
Policy Statement  
Reason for Policy  
Procedures  
Definitions  
Additional Contacts  
Forms  
Related Information  
History

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### Scope

Non-probationary classified staff employees in permanent positions.

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### Policy Statement

1.0.1 Termination of employment solely due to poor job performance, is conduct, violation of University policy, or other similar reason(s) is not considered a reduction in force.

1.1 Affected employees may be separated from employment because of a general reduction in force or a reduction in force in any one area.

1.2 Unless otherwise specified in writing to the employee at the time of employment, employees being separated from employment as part of a reduction in force shall be notified in writing at least thirty (30) days prior to the date of separation if classified within the Office and Service classification and at least ninety (90) days prior to the date of separation

if classified within the Managerial Professional classification.

1.3 This Reduction in Force policy shall not apply to those employees in probationary periods or those employees in temporary or on-call positions. Accordingly, such employees are not required to receive any notification under this policy.

2.0 The criteria for determining the order of employees affected by a reduction in force should normally be based on the type of appointment held, quality and length of service, funding source, and other considerations determined by the appointing authority in order to provide for the most efficient and effective operation of the area affected.

3.0 Employees shall be eligible for reinstatement and/or reemployment as set forth below.

3.0.1 "Reinstatement" means that the employee will be placed into the position previously held by the employee prior to the reduction in force.

3.0.2 "Reemployment" means that the employee will be placed into a comparable or lower position within the same area as the position previously held prior to the reduction in force.

3.1 An employee shall be reinstated to the position previously held should such position become available within six (6) months from the date of separation due to reduction in force.

3.2 If an employee's previous position is not available, qualified employees shall be reemployed in a comparable or lower position in the same area, or successor area, should such position(s) become available within six (6) months from the date of separation due to reduction in force.

3.2.1 "Comparable position" generally means a position that is similar to the employee's previous position in the following ways: requires similar knowledge, skills, and abilities; has similar job content (tasks and responsibilities); and has a similar pay range. Human Resources reserves the right to determine whether a position is comparable under this policy.

3.3 Employees declining reinstatement to their previous position or reemployment in a comparable position shall not be eligible for any future

position under this policy. Employees declining reemployment in a lower position shall continue to be eligible for future positions under this policy.

3.4 Employees who do not respond to an offer of employment within five (5) working days will forfeit their rights under this policy.

3.5 Sections 3.0 to 3.4 of this policy shall not apply to those employees whose job performance is not at least satisfactory, as determined by Human Resources. In addition, Sections 3.0 to 3.4 of this policy shall not apply to employees on grant funded positions or other positions funded through temporary funds.

4.0 Reduction in Force employees will be considered separated from the University for pay purposes.

4.0.1 Upon reinstatement, reinstated employees will be paid at the same rate of pay as when they left University employment and will not be required to serve a new original probationary period.

4.0.2 Upon reemployment, reemployed employees will be treated as new employees for pay purposes and will be required to serve a new original probationary period.

5.0 Reductions in force are not grievable.

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## Reason for Policy

A reduction in force is the elimination of staff position(s) and/or the reduction of FTE(s) at the University of Nebraska. A reduction in force may occur because of changing priorities, budgetary constraints, or other operational needs.

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## Procedures

Reduction in Force actions must be processed through the Human Resources Department.

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## Definitions

A reduction in force is the elimination of staff position(s) and/or the reduction of FTE(s) at the University of Nebraska. A reduction in force may occur because of changing priorities, budgetary constraints, or other operational needs.

“Reinstatement” means that the employee will be placed into the position previously held by the employee prior to the reduction in force.

“Reemployment” means that the employee will be placed into a comparable or lower position within the same area as the position previously held prior to the reduction in force.

Comparable position" generally means a position that is similar to the employee’s previous position in the following ways: requires similar knowledge, skills, and abilities; has similar job content (tasks and responsibilities); and has a similar pay range.

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## Additional Contacts

<b><i>Subject</i></b>	<b><i>Contact</i></b>	<b><i>Phone</i></b>	<b><i>Email</i></b>
<b>Payroll</b>	<b>Asst. Dir. of Human Resources</b>	<b>865-8426</b>	<b>swarmcm@unk.edu</b>
<b>Benefits</b>	<b>Employment Tech</b>	<b>865-8522</b>	<b>beamanem@unk.edu</b>

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## Forms

Letter to employee

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## Related Information

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## History

This policy is a University of Nebraska system-wide policy and replaces the UNK Reduction in Force Policy.