



Category

POLICY: 2-46 Reduction in Force (RIF)

Approval

LT Approved:
Effective Date: 07/01/2022
Revised: 07/01/2022
Responsible Party: Vice President, People & Culture

SCOPE:

This policy applies to all College employees, including both Faculty employees and staff employees.

POLICY STATEMENT

WSU Tech strives to provide a stable and secure environment in which to work. Under certain circumstances, it may be necessary to eliminate position(s) due to changing priorities or business needs.

A Reduction in Force (RIF) is a separation from employment for situations such as lack of funds, financial exigency as defined by Kansas Board of Regents (KBOR), lack of work, program discontinuance, redesign or elimination of position(s) or reorganization, with no likelihood or expectation that the Employee will be recalled because the position itself is eliminated. A RIF may be necessary or appropriate when there is a redesign or elimination of work, redundancy in roles, or excess capacity within a work group or across work groups, such that it would be economically feasible and responsible to reduce the number of position(s) in a unit or department.

DEFINITIONS

For the purpose of this policy, the following definitions shall apply:

- **Displaced Employee:** An Employee whose position has been eliminated by a Reduction in Force (RIF).
- **Leadership:** For the purposes of the policy, Leadership means individuals at the college who are Executive Directors and Vice Presidents.

ADMINISTRATIVE PROCEDURE

Assessment and Position Selection (applies to Staff & Faculty employees)

1. Leadership completes an analysis of the business needs, the job functions needed going forward, and the position(s) that will be retained and eliminated. A Reduction in Force Memo and plan must be completed and submitted to the President to provide justification for the RIF.
2. When there are multiple employees in a position that has been selected for elimination, a Candidate Profile Worksheet evaluating the skills and qualification of each employee must be completed by the respective Leadership. The Worksheet is submitted to the Vice President of People & Culture.
3. If the length of current employment will be a factor in selecting employees for reduction, it will be determined based on the date of employment specified by the People & Culture data base.
4. Before any employee notification, the Reduction in Force Memo and plan must be approved by the President in consultation with People & Culture.
5. People & Culture prepares the written notice for the Displaced Employee and determines Separation Pay, if applicable.
6. Any individual within a specified group who is on or has requested an extended leave shall be eligible for selection for reduction under the conditions set forth herein.

Selection of Faculty Within A Group

1. Within each specified group of Faculty identified for reduction, Faculty members shall be selected for reduction in the following order:
 - a) Faculty members whose performance does not meet the expectations of Leadership as reflected on existing performance evaluations in combination with the Candidate Profile Worksheet.
 - b) Faculty members whose positions have been eliminated and who are not qualified to fill any vacant teaching position.
 - c) Provisional Faculty members.
 - d) Non-provisional Faculty members who are on a Disciplinary plan or Performance Improvement Plan.
 - e) Other non-provisional Faculty members.
2. Any Faculty member whose position has been eliminated may apply for assignment as an Adjunct instructor.
3. No RIF or Elimination covered under this Policy shall be considered a termination or non-renewal under K.S.A. 72-5436, et. seq.

Employee Notification

1. Employees will be given 4 weeks' notice that their position is being eliminated.
2. In some situations, it is in the best interests of the Displaced Employee or department that the notice period be non-working. This decision is made in consultation with the Vice President of People & Culture.
3. The Displaced Employee is informed of the position elimination in person (or virtually when needed) and in writing during a meeting with Leadership and People & Culture. Details will include the date of separation and whether the notice period is working or non-working (or some of both). Displaced Employees are paid regular hours and applicable additional compensation and/or stipends for the notice period, regardless of whether it is working or non-working.
4. For a non-working notice period, the Displaced Employee is placed on a paid leave and will remain an "active status" employee until the predetermined separation date.
5. If the Displaced Employee accepts an offer of employment at the College prior to the end of the 4 week notice period in which the rate of pay is less than their current pay, the employee will receive transition pay for the remainder of the notice period in an amount equal to the difference between the two pay rates.
6. If the Displaced Employee accepts employment in a different position at the College during the 4-week notice period in which the rate of pay is equal to or greater than the current position, the remaining notice period pay is discontinued on the transfer date.