



Policy Chapter: Chapter 5 Human Resources

Policy Number and Title: 05.027 Reduction in Force

I. Policy Statement

The University of North Texas (UNT) endeavors to provide stable employment to all employees. Situations including, but not limited to, financial constraints, elimination of work, reorganization, or changes in business needs or technologies, may require a reduction in the work force to assure the continued quality and efficiency of operations and the achievement of its mission.

II. Application of Policy

Staff employees

III. Policy Definitions

A. *Appropriate Administrative Official*

“Appropriate Administrative Official,” in this policy, means an individual appointed by the department head or Vice President.

B. *University Business Day*

“University Business Day,” in this policy, means Monday through Friday during regular University business hours (8:00am-5:00pm).

C. *Department*

“Department,” in this policy, means a budgetary unit within the University.

D. *Employee*

“Employee,” in this policy, means an individual who is employed part-time, full-time, or in a temporary capacity in a staff classification.

E. *Recall period*

“Recall period,” in this policy, means preferential consideration for re-employment for a specified period of time.

F. *Reduction in Force*

“Reduction in Force,” in this policy, means a separation from employment or reduction in percent effort or work hours due to lack of funds, lack of work, 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.

G. *Seniority*

“Seniority,” in this policy, means the length of continuous service with the University since the most recent employment date.

H. Vice President

“Vice President,” in this policy, means the top executive or highest-level position who has overall authority and responsibility for a division in the University and reports directly to the President.

IV. Policy Responsibilities

A. Reduction in Force Determination

1. A reduction in force 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 employees in a department.
2. Reduction in force decisions will be made without regard to any characteristic protected under applicable federal or state law and in accordance with University of North Texas policy on the Prohibition of Discrimination, Harassment, and Retaliation.
3. This policy may not be used to dismiss an employee for misconduct or lack of satisfactory performance.

B. Reduction in Force Approvals

1. Human Resources shall review and approve reduction in force selections prior to notification to the employee(s). When a department becomes aware that a reduction in force may be needed, the department head or other appropriate administrative official should contact the Human Resources department, who will provide guidance in assessing options and developing a written plan to implement the reduction in force.
2. The department head or other appropriate administrative official will determine the reduction of staff that will have the least detrimental effect on institutional operations and shall specify the reduction of personnel within each job classification in the unit, department or division accordingly. The individual(s) making the determination shall prepare a written report that outlines:
 - a. the reasons supporting a reduction,
 - b. the criteria used to select positions for reduction, and
 - c. the functions affected by the reduction and how functions will be eliminated, combined or altered.
3. The division Vice President must approve the proposed reduction in force.

C. Reduction in Force Criteria

The criteria to be used by department head and Human Resources to determine which position(s) and employee(s) will be reduced should include the following: The need of the department for certain functions and an employee’s specific skills, abilities, documented

performance, seniority, and qualifications to fulfill those functions.

D. Employee Notifications

The department head and Human Resources will ensure employees receive written notification of the reduction in force not less than thirty (30) calendar days prior to the effective date of the reduction in force.

E. Grievance Procedure

If an employee who has been notified of a reduction in force has reason to believe the action was not in accordance with this policy, the employee has ten (10) University business days from the date the reduction notification was received to request review of the decision under the formal grievance procedures outlined in the Grievance Policy.

F. Right to Consideration for Recall

1. Staff employees will be eligible for consideration for recall for a period of six (6) months from the effective date of a reduction in force.
2. The Human Resources Department will maintain a list of the staff employees who have been affected by a reduction in force, and will notify the individuals of available positions within the same job classification from which they were laid-off through the former employee's electronic mail address on file. The former employee shall respond in writing indicating their interest in the vacancy within five (5) University business days after receipt of the notification. The former employee shall report for interviews as set by the University unless other arrangements are made. The former employee is responsible for keeping the University informed of their current electronic mail address and availability for recall. If the former employee cannot be located; does not respond to notice within five (5) University business days, declines two (2) interviews for positions at the previous classification level held or declines the first two (2) job offers, the former employee's name will be removed from the recall list and any remaining recall rights will be forfeited.
3. Recalled employees who qualify and are selected for positions will be paid at the current rate budgeted for the position at that time.
4. A department may request permission to waive the posting requirements if it plans to re-employ a former employee from the recall list.

G. Reinstatement of Sick Leave Upon Reemployment

The Department of Human Resources will ensure an employee who is reemployed within 12 months after the end of the month in which the employee separated from state employment as the result of a reduction in force is entitled to restoration of the employee's balance of sick leave.

V. Resources/Forms/Tools

None

VI. References and Cross-References

[Texas Government Code §§ 651.006 & 661.205](#)

[UNT Policy 05.042, Grievance](#)

[UNT Policy 16.004, Prohibition of Discrimination, Harassment, and Retaliation](#)

VII. Revision History

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