

**UT Health Science Center:
HR0145-H Reduction in Force**

Version 1

Publication Date: 05/25/2022

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| Related Policies: | | |

OBJECTIVE

This procedure establishes a consistent and equitable method for reduction in force or reduction in percent of effort when it is required due to (but not limited to) financial necessity, a lack of work, reorganization, or changes in needs or technologies. The reduction in force may not be used as a method for dealing with performance-related issues.

WHO IS AFFECTED?

Reduction in force could impact any employee. It can take the form of elimination of a job or a reduction in percent effort.

PROCEDURE

1. If a department is anticipating a reduction in force, the department head or designee should contact Human Resources-Compensation. HR-Compensation will work with the department to ensure the reduction in force is handled in accordance with university policy.
2. The primary aspect of this process is for the impacted department to develop a proposed reduction in force plan that explains the reasons and rationale for the reductions and how it will be accomplished. This plan must be reviewed and approved by HR-Compensation and also by the senior administration of the campus/institute prior to informing the employee(s).
3. The process for proposing a reduction in force is as follows:
 - a. To begin the process, the department head must identify the affected unit.
 - b. Next, the functions to be eliminated within the unit must be identified.
 - c. After identifying the functions to be eliminated, the

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- jobs/position titles to be eliminated must be determined.
- d. Employees in the selected jobs/positions are listed. The list must include the employee’s name, personnel number, IRIS position number, job title, position title, regular continuous service date, race, gender, and proposed date of termination. Generally, the most recently hired within a job/position title will be the first identified for reduction in force.
 - e. This proposal is to be submitted to HR-Compensation for review and approval.
 - f. Upon approval of the reduction in force plan by HR-Compensation and campus/institute leadership, each effected employee shall be notified as far in advance of the scheduled date as possible. In any case, employees must be notified in writing a minimum of 30 calendar days prior to the effective date. Placement assistance is offered through HR-Employment. Laid off employees must complete the exit process.
 - g. All documentation listed above will be maintained in HR-Compensation.
 - h. HR-Compensation will obsolete the position.
4. HR-Compensation will maintain a list of employees who have been terminated due to a reduction in force. Employees are responsible for providing their current mailing address to HR-Records.
 5. All regular staff members who have been laid off are subject to the following:
 - a. Payment for all accrued vacation leave and, if applicable, compensatory time(non-exempt employees only).
 - b. Sick leave balance will be restored if the employee is rehired by the university or any State agency into a regular position that accrues leave.
 - c. Certain COBRA rights; see related policy HR 0345.

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- d. Time spent in layoff status will not count toward total State service, longevity, seniority, or retirement.
- e. Refund or parking or other fees that are normally prorated will be made upon request.