

The University of North Texas at Dallas Policy Manual	Chapter 5.000
5.023 Reduction in Force	Human Resources

Policy Statement. The University of North Texas at Dallas may implement a reduction in force to assure the continued quality and efficiency of the University. A reduction in force may result from a lack of work, financial exigencies, reorganization, loss of grant funds, cancellation of projects, or changes in needs or technologies. The President or his or her designee shall determine whether a reduction in the work force is necessary according to this policy.

Application of Policy. This policy applies to all regular staff members.

Definitions.

1. **Administrative Department.** “Administrative Department” means a separate budgetary unit that is funded by either appropriated or non-appropriated funds, a grant funded by non-appropriated funds, or a contract/project funded by non-appropriated funds.
2. **Regular Staff Member.** “Regular Staff Member” means an employee who is scheduled to work at least 20 hours per week for a period of at least 4 ½ months and is not employed in a position for which the employee is required to be a student as a condition of the employment.

Procedures and Responsibilities.

1. The President will authorize the overall amount of the reduction and approve the overall reduction plan.

Responsible Party: President

2. Executives will designate, within their area of responsibility, which administrative department(s) is/are subject to a reduction in force.

Responsible Party: Executives

3. Department heads will recommend the reductions in staff and prepare a written report that outlines the following:
 - i. reasons supporting a reduction;
 - ii. function(s) to be altered/eliminated;
 - iii. essential functions and qualifications of the remaining position(s), if

- appropriate;
- iv. functions affected by the reduction; and
- v. how functions will be eliminated, combined or altered.

Responsible Party: Department Head

4. **Reduction Criteria.**

- 4.01. Employees will be carefully evaluated as to their qualifications and ability to perform job functions in the affected areas.
- 4.02. An employee's unique operational qualifications or skills for the position(s) will be considered.
- 4.03. An individual entitled to a veteran's employment preference in hiring under Texas Government Code, Chapter 657 is also entitled to a preference in retaining employment if a reduction in force occurs. However, this preference applies only to the extent that a reduction in force involves other employees of a similar type or classification.

Responsible Party: Department Head and Human Resources

5. **Notifications.** Regular staff members will receive written notification of the reduction no later than 30 days prior to the date of the actual reduction.

Responsible Party: Department Head

References and Cross-references.

Texas Government Code § 657.007

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