



Procedure 450-04 Reduction in Force

Sponsor: Human Resources

Purpose

When the President determines a reduction in force is necessary because of a financial exigency, he/she will consider the goals and objectives outlined in the College's Strategic Plan, as well as the reduction or elimination of funding by the state and/or county.

Definitions

None

Procedure

All employees are covered under this procedure.

Whenever feasible, the President will request that the Vice Presidents provide recommendations for cost-saving measures which might avert the need for a reduction in force.

If the President determines a reduction in force is necessary, he/she will issue written notices to the affected employees.

Human Resources will ensure employees are fully informed of their benefits and eligibility for re-employment while on lay off status.

References

None

Procedure History

04/08/2009 New and Approved by College Council

Legal Review

03/23/2009