

REDUCTION IN FORCE WORKSHEET UNIVERSITY OF NORTH DAKOTA

Department:	Division:	
Employee Name:	Status: <input type="checkbox"/> Probationary <input type="checkbox"/> Temporary <input type="checkbox"/> Regular	
Job Classification Title:	Job Classification Code:	
Date Hired:	Date of Notice of Reduction:	Last Day of Work:

North Dakota University System Human Resource Staff Policy Manual Section 24.4 requires that four factors must be considered when a department determines that a reduction in force (RIF) is necessary. This reduction in force worksheet is intended to assist departments in ensuring that all required factors are considered and to provide a framework for discussing the decisions with the affected employee.

Section 24.1 When necessary to achieve a reduction in force, departments may terminate any staff employee due to an organizational or procedural change, diminished workload, lack of funds, or other exigency. The employee shall be given at least two weeks written notice of the reduction. At the department's discretion, employees may be given two weeks pay in lieu of the two weeks notice.

Section 24.2 Departments shall not subject regular staff employees to a reduction in force while there are temporary or probationary employees engaged in the same work, serving at the same work unit.

Section 24.3 Departments shall conduct reductions in force in a non-discriminatory manner and shall not use such actions as a substitute for disciplinary measures.

FACTORS FOR CONSIDERATION (Not in order of priority): Based upon departmental need and work to be performed, the department head shall determine which employees will be subject to reduction in force.

1. An analysis of the acquired knowledge, demonstrated skills, and versatility of their employees compared to the work to be done and the available funding. Employees lacking the necessary skills and versatility should be considered for reduction. In the space below, list documents upon which the analysis was based.

2. An analysis of the level of demonstrated work performance. Employees having a consistently low level of performance should be considered for reduction. In the space below, list documents upon which the analysis was based.

FACTORS FOR CONSIDERATION, continued

3. A review of the length of service of their employees. Employees with the fewest years should be considered for reduction. In the space below, list documents upon which the analysis was based.

4. An analysis of the extent of required training needed to train a reassigned employee to full productivity in a different position. Employees requiring substantial retraining should be considered for reduction. In the space below, list documents upon which the analysis was based.

CLASSIFIED EMPLOYEES WHO HAVE SATISFACTORILY COMPLETED THEIR PROBATIONARY PERIOD HAVE THE RIGHT TO APPEAL A REDUCTION IN FORCE. (Section 27.2)

Section 24.8 Employees terminated as a result of a reduction in force shall, for two years following the reductions, be provided the following services:

1. To the extent possible, departments will assist terminated employees in searching for other employment.
2. The Human Resources Council shall maintain a list of employees, including their former classification and personal qualifications, who were terminated due to a reduction in force. This list shall be made available to all institutions for employment considerations. Individuals from this list shall be treated as internal applicants by the hiring institution.
3. To assist in retraining efforts, employees terminated due to a reduction in force may continue to utilize the North Dakota University System's employee tuition waiver as defined in Section 33 of the Staff Policy Manual.

I certify that I have considered the four required factors in arriving at this reduction in force decision.

Department Head

Date