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SECTION: HUMAN RESOURCES

AREA: EMPLOYEE RELATIONS

SUBJECT: REDEPLOYMENT POLICY

PURPOSE

The purpose of this policy is to define guidelines used by the University of Arkansas for Medical Sciences to ensure consistent treatment of employees whose employment is/may be affected by organizational redeployment or organizational redesign.

SCOPE

This policy applies to all UAMS employees.

DEFINITIONS

Redeployment is the reassignment of an employee to another position within UAMS, resulting from organizational redesign. Redeployment is used specifically to retain and reallocate the skills of employees, who might otherwise be separated from employment.

Reduction-in-force (RIF) – A reduction in force is defined as a separation from employment due to lack of funds, lack of work, redesign or elimination of positions or reorganization.

Organizational Redesign is action that may occur due to loss of funds; the need to reduce expenses to more closely match revenues, income, and staffing ratio requirements; or reorganization of departments/units to improve efficiency and/or effectiveness.

POLICY

On occasion, due to market challenges UAMS may be forced to redesign operations in certain areas. When this occurs, changes will be made without regard to race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), sex, age, marital or family status, pregnancy, physical or mental disability, status as a protected veteran, genetic information, gender identity, gender expression, sexual orientation or any factor that would result in illegal discrimination or unfair treatment. UAMS will comply with [OPM Policy 30.20](#) (as amended), codified as ACA sections [21-3-302](#) and [303](#), which mandates that preference be given to certain qualified veterans, their spouses, or the surviving spouse of a deceased veteran on questions of retention of employees. All departments considering plans for reorganization must present them to the Office of Human Resources. Departments undergoing organizational redesign must put forth reasonable efforts to redeploy employees whose positions are being considered for elimination. If efforts to redeploy are unsuccessful, the affected employees will be provided a reduction-in-force notice at least 30 days in length in the case of

staff, or at least 60 days in length for non-tenure track faculty/other academic employees. The Office of Human Resources Assessment Center will serve as a resource for employees affected by operational reorganization and will assist with the job search process. This policy does not guarantee employment to anyone affected by a reduction-in-force.

PROCEDURE

Criteria to be used to identify specific positions that may be affected by organizational redesign may include the following:

1. Financial or organizational objectives to be achieved.
2. Identification of programs to be reduced or eliminated in order to accomplish objectives.
3. The consolidation or redesign of staff responsibilities, resulting in new job descriptions.

Step 1: Organizational Redesign: organizational redesign occurs when it is determined that the mission of a program can be performed with fewer staff or by closing facilities or locations. The following factors must be considered when implementing a redesign:

1. If organizational redesign results in any change of job duties or assignments, but does not result in any loss of staff, employees must be given a minimum two-week written notice of change of duties or assignments.
2. If any portion of a department, unit or program is designated for closure, management must make reasonable efforts to redeploy those affected employees within the department.
3. The department should develop a proposed new organizational design, and identify necessary jobs and/or skill sets needed to staff the new organization. This may require the department to develop new job descriptions for positions affected in the proposed new organizational structure.
4. The HR Assessment Center representative will review the new descriptions and select appropriate job titles aligning with similar positions across campus.

Step 2: Departmental Redeployment: All efforts to successfully redeploy employees who are affected by organizational redesign must begin in the department. These efforts will include the following:

1. When determining which existing employees will fill the new positions, the department will create a spreadsheet of all existing employees in similar jobs that may be affected. The spreadsheet must include name, age, gender, race, veteran status, disability status, UAMS adjusted hire date, job title, functional role, position number, last evaluation rating and a yes/no indicator if the employee has any current disciplinary notices on file.
2. The department must submit the spreadsheet to the Employee Relations Section of the Office of Human Resources for review before making any new assignments.

Step 3: Division Redeployment:

1. Once the new departmental organizational chart is filled, the division will look at all other open positions within their division for opportunities within the division for any employees who were not selected to stay in the department.
2. In making selections, the department and division should consider possible training of existing employees that would qualify them for available vacant positions.

Step 4: Reduction-in-force: If employees cannot be redeployed and a reduction-in-force is necessary, **refer to the Reduction-in-Force policy, UAMS Administrative Guide 4.4.20.**

HUMAN RESOURCES ASSISTANCE

The Office of Human Resources will perform the following support services to assist management and employees in implementing any redesign or reduction in force activities:

- I. Management
 1. Consult with department management in executing a reduction in force.
 2. Prepare templates for all communications issued to affected employees.
- II. Employees
 1. Assist affected employees with securing interviews for other vacant positions that they qualify for within UAMS and with referrals to the “community.”
 3. Provide employment counseling, resume development and other employment seeking preparation services to affected employees.
 4. Identify any additional training offered by UAMS that if completed would qualify the employee for other vacant positions.

REFERENCE

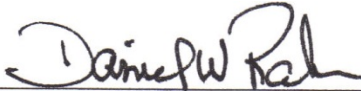
[Board Policy 405.4 of the Board of trustees of the University of Arkansas](#)

Administrative Guide Policy 4.4.20 Reduction-in-Force

Administrative Guide Policy 4.8.02, Work Schedules

Arkansas Code Annotated sections [21-3-302](#) and [303](#)

[OPM Policy 30.20](#)

Signature: 

Date: **May 6, 2015**