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SECTION: HUMAN RESOURCES

AREA: EMPLOYEE RELATIONS

SUBJECT: REDUCTION-IN-FORCE

PURPOSE

While UAMS strives to provide a stable and secure environment in which to work, there are certain circumstances that may make it necessary to eliminate employee positions due to budgetary needs, program reductions, reorganizations or other business needs. The purpose of this policy is to establish a process for the position elimination of regular full-time and part-time employee positions at UAMS.

SCOPE

All UAMS positions are within the scope of this policy with the following exceptions:

1. Term limited positions where the duration of the position is defined at the time of hire.
2. Temporary positions.
3. Grant or contract funded positions.
4. Positions which are reassigned within a unit.
5. UAMS has contracted with an outside vendor for services and an employee is offered employment by that vendor.

DEFINITIONS

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.

Priority Status – Special consideration given to employees who are affected by a reduction-in-force when applying for vacant UAMS positions. This special consideration consists of assistance in the application process and an interview for the position if minimum qualifications are met.

POLICY

A reduction-in-force (RIF) may be necessary or appropriate when there is a redesign or elimination of work, redundancy in roles, or excess capacity within a work group or across work groups. This policy 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 qualified veteran in questions of retention of employees. In matters of reduction-in-force, UAMS shall not discriminate in regard to race, color, religion, national origin, creed, service in the uniformed services (as defined in

state and federal law), status as a protected veteran, sex, age, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression or sexual orientation. The UAMS Reduction-in-force policy has the following provisions:

Provisions

1. **Assessment and Position Selection** – any proposed reduction-in-force shall be submitted to the Office of Human Resources (OHR) for assessment and guidance regarding how to proceed.
2. **Employee Notification** – employees affected by a reduction-in-force will receive a written notice of at least 30 days, (60 days for non-tenure track faculty and other academic employees, as defined in [Board Policy 405.4](#)).
3. **Priority Applicant Status** – employees affected by a reduction-in-force will receive priority status in the selection process for a period of three (3) months from the date of notification.

REFERENCES

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

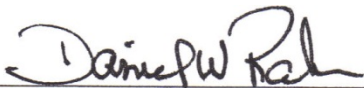
Administrative Guide Policy 4.8.02, Work Schedules

[U.S. Department of Labor – Worker Adjustment and Retraining Notification Act.](#)

[U.S. Department of Labor – Age Discrimination in Employment Act.](#)

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

[OPM Policy 30.20](#)

Signature:  _____

Date: **May 6, 2015**