

**NUMBER: 4.4.17****DATE: 04/03/2013****REVISION: 04/16/14; 10/27/14; 05/06/15; 12/10/19; 12/2/21; 06/06/2024****PAGE: 1 of 3****SECTION: HUMAN RESOURCES****AREA: EMPLOYEE RELATIONS****SUBJECT: REDEPLOYMENT POLICY**

## **PURPOSE**

To define the guidelines used by the University of Arkansas for Medical Sciences (“UAMS”) for consistent treatment of employees whose employment is affected by organizational Redeployment or Organizational Redesign.

## **SCOPE**

This policy applies to all UAMS employees.

## **DEFINITIONS**

**Redeployment** shall mean 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”)** shall mean a separation from employment due to lack of funds, lack of work, redesign, or elimination of positions or reorganization.

**Organizational Redesign** shall mean 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 or business needs, 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 Division of Higher Ed Policy 30.18 codified as ACA section 21-3-305 and Policy 64 codified as ACA 21-3-301 et seq. and 21-5-223, 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 Division of People and Culture (“DPC”). 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 DPC Talent Acquisition will serve as

a resource for employees and will assist with the job search process. This policy does not guarantee employment to anyone affected by a reduction-in-force and Organizational Redesign.

## **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 position 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 position descriptions for positions affected in the proposed new organizational structure.
4. The DPC Classification and Compensation representative will review the position 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, FMLA status, PWFA status, and a yes/no indicator if the employee has any current disciplinary actions on file. Send a request to [employeerelations@uams.edu](mailto:employeerelations@uams.edu) to access the template spreadsheet.
2. The department must submit the completed spreadsheet to the DPC Employee Relations 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.

**DIVISION OF PEOPLE AND CULTURE ASSISTANCE**

The Division of People and Culture 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 employment redesign, Redeployment, or 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*

*Administrative Guide Policy 3.1.10, Anti-Discrimination*

Arkansas Code Annotated sections [21-3-301](#), [305](#) and [21-5-223](#)

Higher Ed Policies 30.18 and 64

Signature: \_\_\_\_\_



Date: June 6, 2024