

NUMBER: 4.4.20**DATE: 05/06/2015****REVISION: 12/10/2019; 04/28/2021; 04/11/2023****PAGE: 1 of 2****SECTION: HUMAN RESOURCES****AREA: EMPLOYEE RELATIONS****SUBJECT: REDUCTION-IN-FORCE****PURPOSE**

To establish a process for the position elimination of regular full-time and part-time employee positions at the University of Arkansas for Medical Sciences (“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”) shall mean a separation from employment due to lack of funds, lack of work, redesign or elimination of positions or reorganization.

Priority Status shall mean 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

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. As such, a Reduction-In-Force 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 Arkansas law and regulations which mandate 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.

PROCEDURE

1. **Assessment and Position Selection** – any proposed Reduction-In-Force shall be submitted to the Division of People and Culture (“DPC”) for assessment and guidance regarding how to proceed.
2. **Employee Notification** – employees affected by a Reduction-In-Force will receive advance written notice of immediate termination; however, additional notice days may be given at the departments discretion, (30 days advance notice 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

Administrative Guide Policy 3.1.10, Anti-Discrimination

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

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

Arkansas Code Annotated §21-3-301, *et seq.* and §21-5-223

[Department of Transformation and Shared Services, Office of Personnel Management, Policy 64](#)

Signature: _____



Date: April 11, 2023