

Board Policies

ADMINISTRATIVE AFFAIRS

118.00 GUIDELINES FOR STAFF REDUCTION IN FORCE (RIF)

A Reduction in force (RIF) occurs when changing priorities, budgetary constraints, or other conditions require the College to reduce staff, eliminate positions, or eliminate programs. A RIF can also occur when the needs of the College change so significantly that an employee no longer has the demonstrated capability, competence, and/or appropriate experience to perform the required essential functions/duties of a changed position.

Selection for RIF

A RIF requires evaluation of positions and relative value of work performed by employees so the College can continue to provide the highest level of service possible with a reduced work force. Cowley determines priority for a RIF within the following guidelines:

1. The department where the reduction is to take place will be designated by the Administration after consultation with supervisory personnel in the department.
2. In the department where the reduction is to take place, consideration will be given to employee(s) who expresses a desire to voluntarily resign.
3. Temporary or part-time employees performing the same duties as full-time employees in the department where the reduction is to take place will be terminated before involuntary termination of any full-time employee(s) in the designated department, provided the full-time employee(s) has demonstrated the ability to perform the duties
4. RIF of full-time employees will be based on the following priority:
 - a. The position(s) most vital to the department in the delivery of services will be retained as long as possible;
 - b. Full-time employees with the most demonstrated skills, knowledge, and productivity for the position(s) being retained will be considered for the retained position(s); and
 - c. If two or more full-time employees are evaluated as having substantially equal demonstrated skills, knowledge, and productivity for the position(s) being retained, then the full-time employee with the greatest length of employment with the College will be retained.

Adopted October 19, 2009
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