

SPA Reduction in Force Check List

This is meant to be a guide only. For complete information, please read and follow the policy online at: <http://www.uncw.edu/policies/08-140-rifandpriorityre-employmentSPA.htm>

Organizational Unit Analysis

1. Identify reason(s) for the needed Reduction in Force (RIF)
Budget reduction, Shortage of work, or Material change in duties and organization
2. Consider savings measures (as listed in state policy) to avoid a RIF due to budget restrictions
 - Hiring limitations for vacant positions (permanent, time-limited and/or temporary)
 - Limits on travel and purchasing
 - Job sharing or work schedule alternatives
3. Identify targeted **position(s)** for reduction in force based on business need
4. Conduct unit analysis

Preparing RIF Recommendation Package (in consultation with HR)

5. Summarize steps 1 – 4 in a written statement. HR can provide examples.
6. Identify **employee(s)** within the administrative unit in the same or related band level (HR will assist).
 - Types of appointment (permanent, probationary, time-limited, trainee, temporary & FTE)
 - Review the appointment letter(s)
 - Evaluation of competencies (knowledge, skills, and abilities)
 - Performance considerations (evaluation ratings, documented performance issues, relative efficiencies)
 - Length of service (including up to five (5) years of eligible military service)
7. Describe methodology used to determine employee(s) selected for RIF.
8. Acknowledge budgetary needs to cover severance salary, vacation/bonus/comp time payout, and 12-month health benefit.
9. Prepare letter(s) of reference for the identified employee(s), addressing the employee's knowledge, skill, ability, performance, and positive standing in the unit.
10. Send recommendation package of the supporting documentation to Human Resources for preliminary review.

Unit Administrator/ Director

Date

Human Resources Representative

Date

11. Send recommendation package to division vice chancellor or chief of staff (for Chancellor's division)

Endorsement of Division Vice Chancellor or Chief of Staff

12. Evaluate recommendation package
 - a. Identify **vacant positions within the division** in the same or related class/banding competency level. Employee(s) in position targeted for abolishment can be moved to the vacant position to avoid the RIF (HR will assist)
 - b. Identify pending new positions in the same or related class within the division to avoid the RIF
 - c. Review methodology used to select the position to be abolished and the employee to be RIF'd
13. If the options in either 12. a. or b. are utilized, the reduction in force is resolved.
14. Send recommendation package to HR along with justification supporting the decision to either transfer the employee(s) or proceed with the RIF.

Vice Chancellor / Chief of Staff

Date

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Human Resources Final Review and Notice of Separation to the Employee(s)

15. Review RIF recommendation to ensure methodology is compliant with policy. If non-compliant, HR will discuss options and alternatives with the appropriate administrator.
16. If the recommendation is found to be compliant, HR will notify the unit and prepare the official notification letter for the employee(s) under the signature of the division vice chancellor/chief of staff (or delegate). Employee(s) must receive the letter at least thirty (30) calendar days before the separation.
17. HR representatives meet with the employee(s) regarding severance salary or discontinued service retirement eligibility, leave payouts, health insurance continuation, unemployment insurance eligibility, and priority re-employment rights (if a career state employee). Employee(s) complete a State of North Carolina Application for Employment (form PD 107) for statewide referrals.

Human Resources Representative

Date

Reassignment to Avoid a RIF Prior to Separation Date (campus-wide)

18. Once a notice of separation has been issued to an employee, HR reviews suitable **VACANT positions campus-wide**. Please note that this does not mean that the employee is necessarily the strongest candidate for a position. A suitable position is one:
 - a. that is in the same banded classification at the same or lower competency level as is currently held or for positions in a different banded classification with the same or lower journey market rate as is currently held,
 - b. for which the employee meets minimum qualifications,
 - c. for which the employee could learn to perform the job within nine months, including normal orientation and training given any new employee, and
 - d. that is the same FTE.

Note: the salary must remain unchanged.

19. The employee's application materials and letter of reference are sent to the hiring official for their review before any other applicants can be considered. These are North Carolina administrative requirements.
 - a. If the criteria in #18 are met, the employee must be reassigned to the position. If it is unclear whether the employee would be able to meet the criteria listed in #17, the employee must be interviewed.
 - b. If the hiring official believes the criteria in #18 are not met, the reasons must be documented and forwarded to the division vice chancellor/chief of staff and HR for review and consideration. If the division vice chancellor/chief of staff and HR determine the employee does meet the criteria in #18, the University is authorized to place the employee in the position in compliance with State directives.

Human Resources Representative

Date

Advisory Note: Priority Re-employment following Separation (Campus-wide)

- Once the career state employee is separated from the university (not retired), priority re-employment consideration over non-state (non-SPA) applicants is afforded for the duration of eligibility (up to 12 months from the date the RIF separation notice is received).
- After interviews, if the hiring unit does not believe the candidate can do the job, the unit must document the reasons for non-selection, and in particular, document why the given candidate could not perform the job within nine months, with normal orientation and training given any new employee. If such documentation is sufficient to meet state requirements, Human Resources would then refer the most qualified applications from among the pool of non-state (SPA) applicants. Otherwise, no other candidates could be referred to the position. (See policy for further detail.)