**Policy Statement.** The University of North Texas at Dallas may implement a reduction in force to assure the continued quality and efficiency of the University. A reduction in force may result from a lack of work, financial exigencies, reorganization, loss of grant funds, cancellation of projects, or changes in needs or technologies. The President or his or her designee shall determine whether a reduction in the work force is necessary according to this policy.

**Application of Policy.** This policy applies to all regular staff members.

**Definitions.**

1. **Administrative Department.** “Administrative Department” means a separate budgetary unit that is funded by either appropriated or non-appropriated funds, a grant funded by non-appropriated funds, or a contract/project funded by non-appropriated funds.

2. **Regular Staff Member.** “Regular Staff Member” means an employee who is scheduled to work at least 20 hours per week for a period of at least 4 ½ months and is not employed in a position for which the employee is required to be a student as a condition of the employment.

**Procedures and Responsibilities.**

1. The President will authorize the overall amount of the reduction and approve the overall reduction plan.

   **Responsible Party:** President

2. Executives will designate, within their area of responsibility, which administrative department(s) is/are subject to a reduction in force.

   **Responsible Party:** Executives

3. Department heads will recommend the reductions in staff and prepare a written report that outlines the following:

   i. reasons supporting a reduction;

   ii. function(s) to be altered/eliminated;

   iii. essential functions and qualifications of the remaining position(s), if
appropriate;
iv. functions affected by the reduction; and

v. how functions will be eliminated, combined or altered.

Responsible Party: Department Head

4. Reduction Criteria.

4.01. Employees will be carefully evaluated as to their qualifications and ability to perform job functions in the affected areas.

4.02. An employee’s unique operational qualifications or skills for the position(s) will be considered.

4.03. An individual entitled to a veteran’s employment preference in hiring under Texas Government Code, Chapter 657 is also entitled to a preference in retaining employment if a reduction in force occurs. However, this preference applies only to the extent that a reduction in force involves other employees of a similar type or classification.

Responsible Party: Department Head and Human Resources

5. Notifications. Regular staff members will receive written notification of the reduction no later than 30 days prior to the date of the actual reduction.

Responsible Party: Department Head

References and Cross-references.

Texas Government Code § 657.007

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