

450-04 REDUCTION IN FORCE—PROCEDURE

1. PURPOSE

When the President determines a reduction in force is necessary because of a financial exigency, he/she will consider the goals and objectives outlined in the College's Strategic Plan, as well as the reduction or elimination of funding by the state and/or county.

2. PROCEDURE

1. All employees are covered under this procedure.
2. Whenever feasible, the President will request that the Vice Presidents provide recommendations for cost-saving measures which might avert the need for a reduction in force.
3. If the President determines a reduction in force is necessary, he/she will issue written notices to the affected employees.
4. Human Resources will ensure employees are fully informed of their benefits and eligibility for re-employment while on lay off status.

3. BACKGROUND

1. References: none
2. Revision history: 04/08/2009
3. Legal review: 03/23/2009
4. Sponsor: Human Resources

Adopted by College Council: 04/08/2009

COCONINO COMMUNITY COLLEGE