

## **REDUCTION IN FORCE**

Temple College will always attempt to avoid a reduction in force, but if such a reduction becomes necessary, this policy establishes a fair and orderly procedure for implementing a reduction in force.

Temple College will consider the educational quality of the College before any decision is made for a reduction in force. The determination of the area(s) of the College to be affected by a reduction in force include areas facing declining enrollment, insufficient support including funds or space for such area(s), and the area's effect on other areas of the College. Other factors which may be considered include tenure status of faculty, satisfactory employee performance, duplicate positions, and full- or part-time status of employees. These factors are not set out in the order of their importance nor are these factors the only ones which may be considered.

The Administration will notify the employees who may be subject to a possible reduction in force as soon as such reduction appears likely. The College will provide the stated notices and procedural and financial safeguards.

The President and Executive Cabinet will initiate the reduction in force process, review any recommendations brought forward by any member of this group, follow all procedures contained within this policy, and consider all employee contractual obligations. The President and the Executive Cabinet will adjust all recommendations as deemed necessary. Throughout the reduction in force process and before any final decisions are made, the Division Directors will be provided regular updates by the appropriate Vice President.

The recommendation for a reduction in force will be sent by the President of the College to the Temple College Board of Trustees at a regular monthly meeting for final approval. Any determination made by the Board of Trustees on a proposed reduction in force shall be final.

### **I. DEFINITIONS**

**Reduction in Force:** The need for reduction in positions arising from declining enrollment, declining revenue, and/or the elimination or redirection of academic or technical programs.

A reduction in force may occur when Administration determines that:

1. An insufficient number of students are enrolled in the college, center, department, or program
2. Insufficient space or money is available for the proper operation of the College, center, department, or program

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3. A department or program has lost its supportive effect on other departments or programs in the College

## II. PROCEDURE FOR DETERMINING REDUCTION IN FORCE

The College will first use employee attrition, reassignment, and/or retirement to reduce the number of employees when reduction in force becomes necessary. If further reductions are still necessary after these options are applied, reduction in force will be determined by the following:

### A. Faculty

1. Whenever the decision to reduce in force involves a tenured faculty member and a non-tenured faculty member, the tenured faculty member shall (subject to the qualification stated below) be given preference.
2. Whenever the decision to reduce in force involves one or more tenured faculty members, the tenured member with seniority shall (subject to the qualification stated below) be given preference. Seniority within the department or program area should be given preference over seniority in the College. If faculty members having to face a reduction in force have equal seniority, preference will be given according to the following criteria: teaching and/or professional/technical experience, academic background, and performance evaluations.

QUALIFICATION - Seniority will be considered of secondary importance if it can be clearly demonstrated by the Department Chair, Division Director, and Vice President, Educational Services that the consideration of seniority would damage the department's ability to offer essential courses and programs.

3. Whenever the decision to reduce in force involves non-tenured faculty members, preference will be given based on the following criteria (The criteria below are not listed in order of priority):
  - a. Higher education teaching and/or professional/career technical experience
  - b. Academic background
  - c. Performance evaluations

### B. Professional and Classified Employees

1. Whenever the decision to reduce in force involves staff, the College need for the position or positions will be determined first. Reduction in force within a job classification will be based on the following criteria:

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- a. Whenever the decision to reduce in force involves a full-time or part-time staff employee, the full-time staff employee shall be given preference (subject to the qualification stated below).
- b. Whenever the decision to reduce in force involves one or more full-time staff employees within the same classification, the staff employee with seniority shall (subject to the qualification stated below) be given preference. Seniority within the department or program area should be given preference over seniority in the College. If staff employees having to face a reduction in force have equal seniority, preference will be given according to the following criteria: professional/technical experience, academic background, and performance evaluations.

QUALIFICATION - Seniority will be considered of secondary importance if it can be clearly demonstrated by the Department Chair, Division Director, or appropriate Vice President that the consideration of seniority would damage the department's ability to offer essential programs or to provide essential services.

### III. RIGHTS OF EMPLOYEES SUBJECT TO A REDUCTION IN FORCE

- A. Any employee dismissed due to reduction in force should be given opportunities for employment in another area at Temple College provided:
  1. Such a position is open and available.
  2. The employee meets the minimum qualifications for the position.
- B. Any employee dismissed due to reduction in force has the right to reappointment to his/her previous position if that position is re-established within two calendar years. Notice of the opening shall be mailed to the address that was on file for the former employee at the time of dismissal, unless the College has been notified in writing of a change in address. A former employee notified must respond to the President in writing within 10 calendar days of receipt of such notification if the person wishes to return to the position.
- C. An employee dismissed pursuant to this Reduction in Force Policy, if subsequently re-employed by the College, shall be credited with the amount of sick leave that had accrued at the time of dismissal, excepting that portion which was compensated for under the College's Sick Leave and Annual Leave policies.
- D. Non-tenured full-time faculty members and staff under contract will be entitled to continued employment for the unexpired portion of their contracts. Tenured faculty members will be entitled to continued employment under their current contract terms for 12 months from the date of reduction in force notification.

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## **Financial Exigency**

The Board of Trustees may declare a financial exigency due to unforeseen or emergency circumstances. If an exigency is declared, appropriate procedures outlined in the Board of Trustee policy manual will be followed, separate from the procedures listed within this policy.

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