

The University of Tennessee at Martin
Human Resources Procedure

REDUCTION IN FORCE

Effective Date: 04/01/77
Revision (3): 12/01/08

SECTION 100
Procedure 145

The procedure establishes a consistent and equitable method for an office or department to reduce in percent time or lay off its staff. Reasons for a layoff or a reduction in percent effort are usually (but not limited to) reorganization, curtailment of operations, lack of funds, lack of work, or changes in needs or technologies. The guidelines listed below must be followed in identifying the individuals and positions involved in the reduction in force.

1. The office or department involved in an approved planned staff reduction must notify Human Resources of the position(s) and employee(s) involved. Human Resources will work with the affected offices or departments to verify employees to be laid off.
2. Individual employees involved in the reduction in force should be notified in writing as far in advance of the effective date as possible.
3. Departmentally paid student employees, term employees, and exempt and non-exempt staff in their probationary period should normally be laid off before other regular employees. Retained regular employees must have the skills or competencies to accomplish the required work within the office or department.
4. Employees within the affected office or department and within each job title shall be reduced in percent time or laid off in reverse order of continuous service credit with the University of Tennessee. Employees with greater seniority in that job title must be qualified and able to assume the remaining specified duties within the office or department.
5. Every effort should be made to place affected employees in other available UT Martin positions for which they are qualified and able to perform the duties before the reduction in force procedure is applied.
6. Human Resources will provide assistance to laid off employees in their job search for a one year period after layoff.
7. Human Resources will maintain a list of former employees affected by the reduction in force for one year. Individuals are responsible for keeping their contact information up-to-date.
8. Human Resources Policy # 150 will govern employment restoration.

Procedures related to faculty are set forth in the "Faculty Handbook".