

REDUCTION IN FORCE (RIF)



WHAT IS A REDUCTION IN FORCE?

A reduction in force (RIF) occurs when the University must eliminate positions due to circumstances such as budget reductions, loss of funding, reorganization, material changes to the duties or responsibilities of a position, program change/elimination or an emergency that impacts operations.

WHY DO WE NEED THIS RULE?

The law regarding classified employee RIF was nearly 30 years old and required many outdated practices. With the passing of House Bill 2542, the Legislature discarded outdated practices and required the development of a rule at the local, institutional level. After seeking input from hundreds of employees over a period of several months, the University drafted a progressive RIF rule which is now out for public comment.

WHO IS COVERED BY THIS RULE?

This rule applies to classified staff.

WILL RIF HAVE AN APPROVAL PROCESS?

Working with Talent and Culture (HR), the unit supervisor must prepare a RIF plan and go through an approval process. A RIF will require approval from a review committee which will include representatives from the Provost's Office, Finance and Talent and Culture, with advice from the Office of General Counsel.

HOW WILL MANAGEMENT WITHIN A UNIT DETERMINE WHICH POSITIONS TO ELIMINATE?

Factors for consideration will include:

1. Performance over the previous 24 months, which includes discipline
2. Skills and qualifications
3. Seniority

IF MY POSITION IS ELIMINATED, WHEN WILL MY EMPLOYMENT WITH THE UNIVERSITY END?

There will be a 60 day notice period, prior to the last day of employment.

IF MY POSITION IS ELIMINATED, WILL THE UNIVERSITY OFFER A SEVERANCE PACKAGE?

Classified employees may be offered a severance package based on years of service, not to exceed one year's base pay. Classified employees in certain positions or situations will not be eligible for severance, including but not limited to, temporary positions and grant funded/contract positions hired after July 1, 2017.

WILL I BE ELIGIBLE FOR REEMPLOYMENT WITH THE UNIVERSITY?

An impacted classified employee who leaves the University in good standing will be eligible for rehire. If the eliminated classified position is refilled within 12 months, the impacted classified employee who previously held that position will be given the right of first refusal, if he or she left in good standing.

WHERE DO I GO FOR MORE INFORMATION OR TO OFFICIALLY COMMENT ON THE RULE?

This document is simple summary regarding reduction in force, and additional details are included in the full text of the proposed BOG rule. The public comment period for this rule runs from July 18, 2017, to August 17, 2017. To review the full text of the proposed BOG rule or to officially provide a written comment please go to policies.wvu.edu.