



413 POLICY - Reduction in Force

413.1 Statement of Policy

The Board of Regents of Redlands Community College is ultimately responsible for determining the best allocation of resources available to the College, consistent with the functions and purposes for which the College was established. The Board of Regents has delegated to the President the primary responsibility for management of the College. Upon recommendation of the President, the Board of Regents may approve implementation of a reduction in force at any time such a reduction is warranted.

413.2 Reduction in Force Considerations

In determining whether a reduction in force is warranted and in deciding the appropriate reductions to be implemented, the President and the Board of Regents shall consider all relevant factors, including, but not limited to, the following:

- A. Maximum utilization of available resources;
- B. The best interests of the students of the College;
- C. Actual and projected enrollment in various programs;
- D. Financial savings to the College;
- E. Duplication of programs;
- F. Program review recommendations by the Oklahoma State Regents for Higher Education or by an accrediting agency; and,
- G. Any overlap of job functions.

Adopted March 1995
Revised February 2001
December 2010



413 PROCEDURE - Reduction in Force

413.1:1 Recommendation

When the President determines that a reduction in force should be considered, the President shall submit a written recommendation to the Board of Regents. The recommendation shall specify the programs and/or positions which the President believes should be eliminated and/or reduced and shall identify the employees who will be affected. The recommendation shall also include the basis for the recommendation.

413.1:2 Notice

The President shall give notice to those employees who will be affected by a proposed reduction in force, of the date, time, and location of the meeting at which the President's recommendation will be presented to the Board of Regents. Upon request, a copy of the recommendation shall be provided to those employees.

413.1:3 Presentation of Recommendation

The President's written recommendation for a reduction in force shall be presented to the Board of Regents at the designated meeting. The President may also submit additional information, in written or oral form, at the meeting. Employees who will be affected by the proposed reduction in force shall be entitled to appear at the meeting, to question the basis for the recommendation, and to question implementation of the recommendation.

413.1:4 Decision on Recommendation

The Board of Regents shall determine whether to accept the President's recommendation of a reduction in force. The President shall give written notice of the decision of the Board of Regents to the affected employees.

413.1:5 Appeal from Decision

An affected employee may appeal a decision of the Board of Regents to implement a reduction in force. An employee wishing to appeal the decision must give written notice



of appeal to the President within five (5) business days from receipt of notice of the decision. The notice of appeal must specify the grounds for the appeal. The President shall cause the notice of appeal to be delivered to the Chair of the Board of Regents. A hearing on the appeal shall be scheduled as soon as practical.

413.1:6 Hearing on Appeal

An appealing employee shall be entitled to an evidentiary hearing before the Board of Regents, which hearing shall be conducted in accordance with the Evidentiary Hearings policy of the College.

413.1:7 Decision on Appeal

The decision of the Board of Regents on an employee appeal shall be the final decision on any reduction in force. Affected employees shall be given written notice of the decision on appeal.

413.2:1 Implementation of Reduction in Force

Non-probationary employees shall be given preferential status over probationary employees with respect to implementation of a reduction in force.

413.2:2 Re-Hiring of Employees

No employee who has been affected by a reduction in force shall have any preference or priority in any re-hiring by the College.

Adopted March 1995