

# REDUCTION IN FORCE

**POLICY NUMBER:** RESERVED FOR FUTURE USE

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** DIRECTOR OF HUMAN RESOURCES

**RESPONSIBLE OFFICE:** OFFICE OF HUMAN RESOURCES

## I. POLICY STATEMENT

The purpose of this policy is to provide for an orderly and equitable transition in staffing when a work force reduction is necessary. Conditions such as reduced funding, reorganization, and/or changed workload, may require reductions in staffing or the elimination of positions.

It is NKU's goal to balance the needs of the University and minimize any disruption of services, while respecting the dignity of employees affected.

In planning and implementing a work force reduction, the following objectives are set forth as guides to management:

- To protect the standards and quality of services.
- To exercise fiscal responsibility.
- To preserve the dignity and respect the contributions of employees affected by the reduction in force.
- To support the University's commitment to equal employment opportunity.
- To provide appropriate notice, alternative employment opportunities where possible, and/or University approved services to employees affected by the work force reduction.

## II. ENTITIES AFFECTED

Faculty and Staff

## IV. DEFINITIONS

Reduction in force (RIF) is defined as the permanent termination of employment of an employee or a group of employees for business reasons, such as when certain positions are no longer necessary, when a business slow-down occurs or when funding is eliminated or reduced.

### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	

Choose an item.	
Choose an item.	